IOWA FINANCE AUTHORITY

**2016
LOW INCOME HOUSING TAX CREDIT
MANDATORY DEVELOPER TRAINING
&
ONLINE APPLICATION TRAINING GUIDE**

October 19, 2015
Updated 12-1-15
(Prior Update - 10-30-15)

2016 MANDATORY DEVELOPER TRAINING
AGENDA

TIME	SPEAKERS	TOPIC
1:00 – 1:30 p.m.	Dave Vaske	• Welcome & Introduction • QAP Overview of Changes
1:30 – 2:15 p.m.	Stacy Cunningham Karen Kulisky	• Review Application Instructions • Overview of Online Application Changes
2:15 – 2:30 p.m. .	Break	
2:30 – 3:15 p.m.	John Kerss	• Construction Overview • Common Building Exhibit Errors
3:15 – 3:45 p.m.	John Kerss Nancy Peterson Karen Kulisky Stacy Cunningham	• Common Errors • Overview of Exhibit Changes
3:45 – 4:30 p.m. .	Dave Vaske	• Summary of 2015 Deficiency Numbers • Closing comments • Questions and Answers

OPTIONAL ONLINE APPLICATION TRAINING
AGENDA

Date: October 19, 2015
Time: 8:30 a.m. to 11:30 a.m.

The training session has been designed to cover the fundamentals of the LIHTC Online Application for new and returning developers to improve their knowledge and skills of the LIHTC Online Application (TAC).

8:30 a.m. - 8:40 a.m.   Introduction
(Dave Vaske)

8:40 a.m. - 10:00 a.m.
(Stacy Cunningham)   Online Application Training
                                       1) <u>Access & Roles</u>
                                           a) Granting Access
                                           b) Roles

                                       2) <u>Search Criteria– Application</u>

                                       3) <u>Resources Available</u>
                                           a) Error Identification
                                           b) Help Tab
                                         c) Website.

                                       4) <u>Review of Application</u>
                                           a) Tabs
                                         b) Scoring
                                         c) Eligible Basis Boosts
                                       d) Tips

10:00 a.m. – 10:15 a.m.   Break

10:15 a.m. – 11:30 a.m.   Practice Application & Questions/Answers

UPDATES

12-1-2015
1. Project Description Tab – Other Elections – Scoring Category 6.3.3, "Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based (PHA) Voucher Assistance" & Costs and Credit Calculation Tab – QAP Section 7.2.3, "Special Considerations for Projects Serving Lower AMIs"
    ✓ Added an election box for an Applicant to request scoring points for QAP Section 6.3.3 under "Other Elections" on the Project Description Tab. Previously, points were considered elected once yes was selected for Project Based Rental Assistance and the number of units entered. If an Applicant elects points for this category, per the QAP, points can't be requested under QAP Section 6.1.1 or 6.1.2 and are not eligible for the increase in eligible basis for Serving Lower AMIs listed in QAP Section 7.2.3.
    ✓ Applicants that had requested scoring points for Project-Based Rental Assistance from the previous method (prior to 12-2-15), MUST go back and check this box to get points back into the Application due to the coding change if they still want to request points for this category.
    ✓ If the Project qualify for the points for this scoring category, but an Applicant chooses NOT to elect the scoring points for QAP Section 6.3.3, an Applicant could elect points under QAP Sections 6.1.1 and 6.1.2 (if applicable) and qualify for an increase in Eligible basis if the requirements of QAP Sections 7.2.3.1 - 7.2.3.2 are met.
    ✓ Scoring points will ONLY be shown in the Scoring Tab if the Applicant checks the box and provides the Project-Based Rental Assistance information in the Project Description Tab and Exhibit 7S.
    ✓ If the box is NOT checked and an Applicant elects points for 6.1.1 and/or 6.1.2 and receives the increase in Eligible Basis, no scoring points will be requested or shown in the Scoring Tab.
       • Section B.3 (i)
       • Section D.1(c)
       • Section E.4 (g) (ix)
       • Section E.4 (l)

10-30-15
1. Exhibit 8T – Tax Attorney Opinion As to Project Acquisition Qualification
    ✓ IFA Required Template (new 2016)
       • Section D.17
       • Section E.8
       • Section E.21(b)

2. Appendix K – Exhibits and Scoring Checklist
    ✓ Updated to include information on new 2016 Exhibit 8T
       • Section A.4(c)

3. User Information

- ✓ Added statement that user names with inactivity for a period of 18-months shall have Online Application access rights removed.
  - Section A.1

4. Granting Access
   - ✓ Instructions updated to include ability to select which Applications a user is being authorized to access.
   - ✓ Added authorization level validation.
     - Section A.3

Contents

A. USER INFORMATION

1. Requesting an Online Application User name

- A user can request a user name for the Online Application at http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/188 and select the Application heading.
- Password information and an approval email shall be sent to the e-mail address provided within 24-48 hours of the new user name request submission.
- Each user shall have an individual user name and role assigned to each user name.
- **If a user name has been inactive for a period of 18 continuous months, access to the Online Application shall be removed.**
- For problems or questions, contact Stacy.Cunningham@Iowa.gov.

2. Accessing the Online Application

- The Online Application is located on the IFA website at the link provided in A.1. above.
- Once logged in, an Applicant can create an Application by selecting "Create a New 9% Application."
- Applicants with prior year awarded LIHTC Projects (since 2010), can view application versions of all applications for that Project by clicking the arrow left of View under Search Results. A "snapshot" of all application versions/status/allocation year will appear.

3. **Granting Application Access to Additional Users**

The user/user name that created an Application may grant access to any additional authorized user.
- To grant an authorized user access to one or more Applications, log into the TAC System, go under View, select "MYIFA Account" and the select "Add New Authorized User" under the Authorized Users heading.
- Read the instructions at the top of the page. Before granting access to a user name, select the radio buttons next to each authorization level type. A description of each is provided to assist a user in granting the appropriate access rights (authorization) to an Application(s).
- Select the radio button next to the appropriate authorization level for which access is being granted to the user name and select "Continue".
- Select the Application(s) from the list and select "Add Authorized User".
  - ✓ Must have the person's user name in order to grant access.
  - ✓ If an authorization level is selected that doesn't correspond to the "role" assigned to the user name, an error will be generated with guidance on how to correct.
  - ✓ Each user who creates an Application is responsible for all users for whom they have granted Application access.
  - ✓ IFA recommends that a regular review of users granted access to each Application is performed.
- Each person accessing the Online Application shall have his/her own username and password. Do not share usernames and passwords.

- More than one user can access the Application at the same time as long as the same fields aren't being updated simultaneously.

4. Resources Available

a) Help Tab
   - Located at the top of the Application screen in the toolbar.
   - Contains the current QAP, Application Instructions, Appendix List, Appendix B (MSA & QCT), Appendix C (Useful Links), Appendix D (Iowa Opportunity Index Census Tracts), Appendix E (IFA Construction Sign Requirements), Appendix K (Exhibit & Scoring Checklist), Appendix L (Underserved Cities), the Online Application Training Guide and links to the current allocation round.

b) Error Identification
   - Red x's are listed next to each tab until all information has been entered and saved.
   - If a red x remains after entering all Application information, select "Submit" to generate an error listing. If no errors are listed, but a red x remains on a tab, go back to that tab and select "Save".

c) IFA LIHTC Website Postings
   (http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/188)

   - The QAP and Overview of Changes
   - Questions & Answers
   - Online Application (TAC)
   - Online Application Guide
   - Mandatory Developer Training & Optional Online Application Training materials
   - LIHTC Exhibits and Appendices

2016 LIHTC Appendix Listing	
Appendix	**Title**
A	Application Instructions (Updated)
B	Qualified Census Tracts & Metropolitan Statistical Areas (Will be Updated once 2016 QCT's released)
C	Useful Links (Updated)
D	Iowa Opportunity Index Census Tracts (New)
E	IFA Construction Sign
F	Targeting Plan Template and Requirements (Updated)
G	Requirements of Iowa Rose Program (Updated)
H	Energy Efficiency (Updated)
I	Reserved
J	Senior Living Revolving Loan Program Information (Updated)
K	Exhibits & Scoring Checklist (Updated 10-30-15)
L	Underserved Cities (Updated)

d) IFA Staff & Email

Chief Programs Officer:	Carolann.Jensen@Iowa.gov
LIHTC Manager:	Dave.Vaske@Iowa.gov
HousingIowa Development Specialist:	Terri.Rosonke@iowa.gov
Construction Analyst:	John.Kerss@Iowa.gov
Underwriting Analyst:	Karen.Kulisky@Iowa.gov
LIHTC Analysts:	Stacy.Cunningham@Iowa.gov
	Nancy.Peterson@Iowa.gov
LIHTC Administrative Assistant:	Katie.Kulisky@Iowa.gov
Underwriters:	Tim.Morlan@iowa.gov
	Derek.Folden@iowa.gov

Direct questions to the following IFA staff for:

Affirmative Fair Housing Marketing Plans or Market Studies	Nancy Peterson
Targeting Plans	Terri Rosonke
LIHTC Online Application	Stacy Cunningham
Carryover-10% Application & 8609 Application Package	Karen Kulisky
Multifamily Loans and Senior Living Revolving Loan	Tim Morlan and Derek Folden
Public Information Requests	Katie Kulisky

B. ONLINE APPLICATION DESIGN

The Online Application has incorporated the 2016 QAP, IRS and Treasury regulations. Should IFA discover errors that affect the operation of the Online Application, IFA shall resolve the errors on a case-by-case basis.

1. Tabs

a) Application Tabs
- Overview
- Project Name and Location
- Project Description
- Project Timeline (New)
- Targeting Plan
- Site Description
- Site Control
- Zoning

- Ownership Entity
- Nonprofit Set-Aside
- Qualified Development Team
- Project Amenities
- Construction Characteristics
- Buildings
- Funding Sources
- Costs and Credit Calc.
- Projected Operating Costs
- Projected Cash Flow
- Financial Feasibility
- Scoring – Refer to #3 below.
- Exhibits – Contains the Exhibit Checklist of all required Application exhibits based on information entered into the Application and the exhibit upload feature.
  - ✓ If an exhibit isn't listed that should be, especially a scoring exhibit, select "Submit" to see if an error is shown. If no error is shown, review the QAP, Appendix K, or this training guide. Review the exhibit checklist carefully. If an exhibit is listed that does not make sense based upon the proposed project, it is likely incorrect information has been entered in the Application.
  - ✓ Ensure the correct exhibit name is selected for the exhibit being uploaded.
  - ✓ IFA's 2016 exhibit forms are to be used. Do not submit a prior year's exhibit.
  - ✓ 2016 exhibits are posted on the IFA website for each allocation round and a link is provided in the Exhibit Checklist. Appendix K also lists all exhibits by type: Threshold, Building, and Scoring.
    - ➢ A link to Appendix K can be found in the Help Tab.
    - ➢ Exhibit 7B is only available in the Exhibit Checklist in the Application.
  - ✓ Threshold exhibits are not used by IFA in its determination of final scoring points. Appendix K identifies scoring exhibits vs. threshold & building exhibits.
- Fees

b) Grey Tool Bar Tabs
- Print
  - ✓ Select to print the entire application.
  - ✓ To print just one Tab – right click on the Tab, Select all, File and Print.
- Save
- Save & Exit
- Cancel
- Submit
- Apply for Additional Credit – Refer to Section O.
- Request a Change – Refer to Section N.
- Construction (Post Award) - Contains the upload feature for all required construction documents.

✓ Applicant will be able to upload, but if someone other than the Applicant will be uploading documents, the user must have own user name and a special role assigned by IFA.

✓ Contact Stacy.Cunningham@iowa.gov for the special role.

- Prior to Placed-in-Service Docs (Post Award) – Contains the upload feature for all required Prior to Placed-in-Service documents

  ✓ All required documents shall receive IFA approval before the IRS Form 8609 Application may be submitted.

  ✓ Applicant is able to upload, but if someone other than the Applicant will be uploading documents, the Applicant shall notify IFA to ensure that person has a username and the appropriate role assigned by IFA. Applicant shall still be responsible for granting the Application access once the role has been assigned.

2. Tab Symbols

   a) Application tabs have a red x initially that will change to a green check mark once all information is entered and saved.

   b) If a tab is linked to another tab, the red x won't clear until that tab information has been entered.

   c) If a red x remains on a tab after all Application information has been saved and no errors are listed, go back to that tab and hit save and that will clear the red x.

   d) A red asterisk (*) indicates a required field.

   e) Grey fields and boxes within the tabs are not editable. These are mandatory QAP requirements.

3. Scoring

   a) Scoring determinations made in prior years are not binding on IFA for the 2016 round. Refer to QAP Section 6.

   b) Applicants are responsible for reviewing the preliminary scoring points requested in the Scoring Tab for accuracy before Threshold Application submission.

      - No preliminary scoring points will be shown in the Scoring Tab if only the scoring exhibit is uploaded to the Application. The applicable box in the Application for the scoring item must also be checked.

      - The preliminary scoring points requested at Application submission shall not be a guarantee of the final score.

   c) IFA awards final scoring points in accordance with QAP Section 6 – Scoring Criteria- to projects that pass threshold. IFA's scoring evaluation is based on the QAP, elections made or scoring information entered in the Application, and scoring exhibits provided.

   d) The market study report(s) shall be used solely for determining market feasibility. Refer to QAP Section 5.11.

   e) IFA shall not award more points than initially requested at Threshold Application submission.

   f) If a discrepancy in the requested points is discovered between the Application and Scoring exhibits, IFA shall award the least amount of points supported by the Application and/or the applicable Scoring Exhibit(s).

g) Application changes shall not be allowed that maintain or improve the score from Threshold Application submission.

h) Scoring Exhibits are due at Application submission. Scoring elections and Application information entered relative to scoring is evaluated as of Threshold Application submission. Scoring items are not correctable during the deficiency period. Refer to QAP Section 3.3.

i) For scoring criteria in QAP Section 6, preliminary scoring points are initially requested based on an Applicant: (i) Answering applicable scoring questions correctly and/or check boxes marked appropriately and (ii) required scoring exhibits uploaded to the Exhibits Tab. The table below lists the QAP scoring criteria, QAP Reference, Application reference(s) and guidance on requesting preliminary scoring points in the Application. Preliminary scoring points shall be shown in the Scoring Tab after checking applicable boxes and providing required *scoring exhibit*, and applicable scoring information entered into the Application correctly. IFA shall review the Application and the Threshold and Building Exhibits for Threshold purposes ONLY. As a reminder, IFA's QAP Section 6 – "Scoring" and Appendix K state the Application and Scoring Exhibits are reviewed by IFA in its scoring evaluation. Refer to QAP Section 6 & Appendix K for clarification on the differences between Threshold, Building, and Scoring Exhibits and the purpose/use of each exhibit type.

QAP Section 6.1 Resident Profile			
QAP	**Title**	**Application**	**Requesting Preliminary Scoring Points**
6.1.1	Serves Lowest Income Residents	Project Description & Buildings	Check the box(es) and enter the number of LIHTC Units with the applicable AMI% in the Buildings Tab for which points are sought.
6.1.2	Market Rate Incentive	Project Description & Buildings	Check the box and enter the number of market rate Units in the Buildings Tab for which points are sought.
6.1.3	Serves Tenant Population of Individuals with Children	Project Description & Buildings	Enter at least 10% of the Units in the Buildings Tab as 4 or more bedroom LIHTC Units and check the box on the Project Description Tab under Other Elections.
6.1.4	Provides an Opportunity for Homeownership	Project Description & Exhibits Tab - Exhibit 2S	Check the box and provide the Exhibit 2S, including the Project's Plan. Refer to 2016 Appendix G.
QAP Section 6.2 Location			
QAP	**Title**	**Application**	**Requesting Preliminary Scoring Points**
6.2.1	Location Near Services	Project Description, Buildings, Exhibits Tab - Exhibit 3S	• Check each box that meets the QAP service definition and check the applicable mileage box that accurately represents the mileage from the Project's Primary Address to the service using the applicable directions (driving vs. walking-transportation only) in each Google Map.

			• Generate a current Google Map for each service that meets the QAP requirements and for which a box has been checked.
			• Google Map shall show the distance (either driving or walking directions per QAP requirement) and the distance (mileage) from the Project's Primary Address listed in the Buildings Tab to each service address.
			• Enter name and address of each service for which points are sought.
			• Check acknowledgement box to certify understanding to how points are requested and how points shall be evaluated by IFA using Exhibit 3S, the Buildings Tab, and the elections in the Project Description Tab.
			✓ If an Applicant checks the mileage box to request 2 points, but the Google Map provided in the Application supports mileage of 1 mile or less for 4 points, IFA shall not award 4 points since only 2 points was requested. Just because the exhibit provided supports 4 points doesn't constitute an Applicant's request for those points. The preliminary scoring election is made by checking the mileage (distance) box in the Project Description Tab. Although an exhibit is required, that exhibit shall be used to confirm up to only the requested points. **EACH APPLICANT IS RESPONSIBLE FOR OWN APPLICATION SCORING ELECTIONS ENTERED AND ENSURING THE MILEAGE BOX CHECKED IS CORRECT AND MATCHES THE CORRESPONDING EXHIBIT 3S.**
6.2.2	Great Places	Project Description & Buildings	If the Project is part of a Great Place community approved by the Department of Cultural Affairs, check the box.
6.2.3	Local Government Contribution	Funding Sources & Exhibits – Exhibit(s) 5S	Enter the Local Government Contributions (LGC) in the Local Government Contribution section and provide each Exhibit 5S with additional supporting documentation (if applicable).

6.2.4	Underserved City	Project Description	If the entire Project is located in a city that hasn't received an award of Tax Credits in the last 3 years, check the box. Refer to 2016 Appendix L.
6.2.5	Iowa Opportunity Index Census Tract	Project Description	If the entire Project is located in an Iowa census tract identified in Appendix D as a very high or high opportunity area, check the box. Refer to 2016 Appendix D. ✓ Ensure the correct Project Primary Address is entered in the Buildings Tab, along with the 9 digit zip-code.

QAP Section 6.3 Building Characteristics

QAP	Scoring Criteria	Application	Requesting Preliminary Points
6.3.1	Market Appeal	Project Amenities	For each amenity provided at no cost to tenants that enhances market appeal, check the applicable box(es) and enter specifications (if applicable).
6.3.2	Projects with Historical Significance	Project Description, Buildings, Funding Sources & Exhibits – Exhibit 6S	Check the box, provide Exhibit 6S, enter each building as historic on the Buildings Tab, and enter state and federal historic tax credits as funding sources in the Funding Source Tab.
6.3.3	Projects that have Federal Project-Based Rental Assistance HUD-VASH Voucher Assistance, or Local Project-Based PHA Voucher Assistance	Project Description, Buildings, & Exhibits – Exhibit 7S	**Check the box under Other Elections in the Project Description Tab and then** select yes from the drop down field, enter the number of assisted Units and other related information in the Project Description Tab, and provide Exhibit 7S.
6.3.4	Construction/Unit Characteristics	Project Amenities & Construction Characteristics	For each construction/unit characteristic to be provided for which points are sought, check each box or select the radio button.
6.3.5	Olmstead Goals	Buildings & Exhibits - Exhibit 5B	• Enter the number of Fully Accessible, Additional Accessible Type A Units, and Visitable Units (Type C) for each building in the Buildings Tab. • Select the applicable Accessibility type for each Unit. • If at least 50% of the Fully Accessible and Additional Accessible Type A LIHTC Units entered are 2, 3, or 4 bedroom

			Units and a minimum of 15% of the Total Project Units are Fully Accessible or Additional Accessible Type A Units, the Application shall automatically calculate preliminary scoring points.
6.3.6	Impact on the Environment	Project Description	Check the applicable boxes for the categories points are sought. The QAP requirement will populate in the Description box for each selected item.
6.3.7	Energy Efficiency	Project Description & Construction Characteristics	• Check the applicable box for the level of energy efficiency for which points are sought. • If NC and Acq/Rehab project and points are sought for this category, both boxes shall be checked; however, no additional points shall be provided by selecting both boxes.

QAP Section 6.4 Other

QAP	Scoring Criteria	Application	Requesting Preliminary Points
6.4.1	Iowa Title Guaranty	Ownership Entity	Check the box certifying that the Ownership Entity shall obtain a Final Title Guaranty Owner Certificate on the real estate of the Project from the Iowa Finance Authority's Iowa Title Guaranty Division prior to submittal of the IRS Form 8609 package.
6.4.2	Developer or Owner Cash Contribution	Funding Sources & Exhibits – Exhibit 6T	If the Developer or Owner is committing to a cash contribution, enter a funding source type of Developer/Owner Cash Contribution in the Funding Source Tab and provide Exhibit 6T – commitment for funding.
6.4.3	Qualified Development Team Experience	Qualified Development Team	Answer the questions on the Qualified Development Team Tab to request points for this scoring category. • Only one member can meet the requirement. More than one team member may meet the requirement, but no additional scoring points shall be received. Points shall not be obtained by a combination of QDT members meeting some of the requirements so that the QDT members combined qualifications meet the requirement.
6.4.4	Waives Right to Qualified Contract	Project Description	Check the box.

C. APPLICATION SUBMISSION PROCESS

1. Threshold Application Submission Due Date

   A LIHTC Application may be submitted between December 3, 2015 and 4:30 p.m. C.S.T. on December 7, 2015.

2. Threshold Application Submission and Review

   a) The Application is coded for 2016 QAP threshold requirements that may prevent an Applicant from submitting, depending on a specific answer(s). Do not change the answer(s) in order to submit. <u>Each Applicant is certifying to IFA all Application and exhibit information submitted is correct and accurate</u>.

   b) Should IFA update the Application, any Application saved in the system, at the time of the update, shall automatically update as of the next business day.
      - Applicants are advised to check IFA's website periodically for any amendments or modifications to the Application Package.

   c) During the Application review process, IFA will resolve any errors that affect the operation of the Online Application system on a case-by-case basis. Refer to QAP Section 3.3.

   d) The Application may be submitted after all information is entered, required exhibits uploaded, and the Application and Market Study fees are paid through the Online Application.

   e) The Application is unavailable to an Applicant after Threshold submission until the deficiency period and then until after the March 2016 Board meeting.

   f) An Applicant shall not contact any IFA Staff or Board Member, nor shall anyone contact staff or Board on the Applicant's behalf, in order to unduly influence IFA's determination related to the award of Tax Credits. Refer to QAP Section 3.3.

   g) IFA will provide written notification to Applicants of threshold deficiency items in accordance with QAP Section 5.1.
      - During the deficiency period, an Applicant may contact the IFA LIHTC Manager or other Tax Credit staff to request clarification on any deficiency item noted in the deficiency report.
      - An Applicant shall have 14 calendar days (deficiency period) to respond to all items in the initial written deficiency notification and make the requested Application changes.
      - During the deficiency period, Applicant changes are permitted to income targeting, decreased rents and the addition of amenities only if recommended by the IFA commissioned market study analyst. Changes made by the Applicant that weren't recommended shall not be allowed. Refer to QAP Section 3.4.1.3.
      - A change in funding sources, including equity pricing, will not be allowed during the deficiency period unless specifically requested by IFA. Refer to QAP Section 5.1.
      - Scoring items are not correctable in the Application or in any exhibit.

3. General Comments

   a) The only copy feature available is a current year In-Work Application.

   b) Select "Save" after entering information in a Tab.

c) Provide exhibits in a PDF format unless the QAP or Appendix K specifies otherwise.
d) Label all photos and combine into one (1) pdf before uploading.
e) Exhibit 8B uploads shall be limited to four (4).
f) Unless requested by IFA, Applicants shall not mail IFA any document with an original signature(s).
g) Prior to submitting Online Application questions, enter all information into the Application Tab and review the Online Application Training Guide for assistance. Many times, working through each Application clears the red X's.
h) Prior to submitting questions to the Q & A, please search for the topic of your question in the 2016 Qualified Allocation Plan to see if the QAP provides the answer.
i) If planning on requesting the Nonprofit Set-Aside, Applicants shall meet the November 6, 2015 deadline for submitting the Nonprofit entity information for IFA's approval. This is the only time IFA will review the Nonprofit entity information for Applicants that will be requesting the Nonprofit Set-Aside.
j) Applications entered, but not submitted, during the allocation round shall be deleted following the March 2016 Board award of Tax Credits.

D. 2016 OVERVIEW OF ONLINE APPLICATION CHANGES

The Online Application has been updated in accordance with the 2016 QAP. The information within this section of the training guide is a general overview of the Online Application changes.

1. Project Description Tab
   a) Credit Request
      - Removed ability to select State HOME funds.

   b) Minimum Set-Aside
      - Updated the language for the 40/60 and 20/50 Test to match Code language.

   c) Other Elections
      - Added additional checkboxes for Applicants to request preliminary scoring points for:
        QAP Section 6.2.4 Underserved City
        QAP Section 6.2.5 Iowa Opportunity Index Census Tracts
        QAP Section 6.1.3 Serves Tenant Population of Individuals with Children
        QAP Section 6.3.3 Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based (PHA) Voucher Assistance

   d) Location Near Services
      - Updated Location Near Services.
      - Added certification box.
      - Added check boxes to select the mileage for which points are sought – 1 mile (for 4 points) or 2 miles (for 2 points).
      - Removed Cultural Arts Facility.

e) Impact on the Environment
  - Removed the specification box for the water heater tank type.

f) Overview
  - Removed the Overview and the brief description box of the proposed project.

2. Project Timeline Tab (New)
  - Entry of dates is required at Threshold and updates required at Carryover-10% Test Application and IRS Form 8609 Application.

3. Targeting Plan Tab
  - Changed the QAP year reference.

4. Site Description Tab
  - Updated language.
  - Question pertaining to adjacent site(s) to the Project site being prairie land, wetland, or endangered habitat deleted. Refer to Appendix 1-H.
  - Removed endangered habitat from question pertaining to site suitability in accordance with Appendix 1-B.
  - Added requirement to enter relocation plan data, if applicable.
  - The detailed description of the current use of the property, adjacent property land uses, and surrounding neighborhood has been moved from the Project Amenities Tab to the Site Description Tab.

5. Site Control Tab
  - Modified the language for the certification box stating Applicant understands and certifies that site control shall be continuous and uninterrupted through the issuance of an IRS Form 8609. Refer to QAP, Appendix 1-A.
  - Added fields to select the type of Ownership that will be obtained (if not already fee simple) – Leasehold Option, Option to Purchase, or Both.
  - Added questions pertaining to Identity of Interest between the seller and buyer.
  - Added question as to whether cash and/or reserves will be received or transferred as part of the purchase transaction.
  - Added certification box stating that if cash received, it has been excluded from eligible basis in the Costs and Credit Calc. Tab.
  - Added questions/fields for eligibility under Section 42(d)(2)(B)(ii) of the Code (the 10-year rule). **Exhibit 8T will be required if Acquisition Credits are requested.**
    - ✓ The chart will auto-fill with the last Placed-in-Service-Date and Expected Placed-in-Service Date, and the number of years once the information has been entered in the Buildings Tab; however, if the rule doesn't apply due to an exception, Applicant shall enter the Code reference as requested.

6. Ownership Entity Tab
   - Added county in which the Ownership Entity and contact is located.
   - Removed the check box under Acknowledgements/Certifications for the Capital Needs Assessment (CNA).
   - Added acknowledgement/certification box that states Applicant understands that IFA reserves the right to limit rent increases to 4% between the Threshold Approved Application and the IRS Form 8609 Application should the Project receive an allocation of tax credits.
   - Add explanation boxes for ineligibility/significant parties questions for the last few questions. Required if "yes" is answered.

7. Nonprofit Set-Aside Tab
   - Renamed Nonprofit Set-Aside from Nonprofit.
   - Added questions regarding the Nonprofit's relationship to the management company.
   - Moved the question on the qualified Nonprofit entity receiving 50% of the total Developer Fee to this Tab.
   - If an Applicant doesn't request IFA's review of the NP entity for the Nonprofit Set-Aside by November 6, 2015, the Nonprofit Set-Aside election will not be available to the Project.
   - The Nonprofit Set-Aside Tab will only show at Threshold Application submission if an Applicant submitted a request to IFA by November 6, 2015.

8. Qualified Development Team Tab
   - Renamed Qualified Development Team from Project Team.
   - Management Company Tab
     - ✓ Updated language pertaining to on-site property management mental health first aid training. The box is checked and greyed out as it is mandatory.
     - ✓ At the time of the IRS Form 8609 Application, the date of the Certificate of Training shall be entered.
     - ✓ Added acknowledgements for the Targeting Plan, Affirmative Fair Housing Marketing Plan (AFHMP), and the written tenant selection policies and procedures. Refer to QAP Sections 5.10, 5.16, and 5.17.
   - General Contractor is a mandatory team member at the Carryover-10% Application or at threshold if there is an Identity of Interest between the Ownership Entity and the General Contractor.
   - Added question as to whether the team members who are qualifying as the QDT member have committed to Materially Participate as such in the proposed Project through two (2) years after the issuance of IRS Form 8609. If yes, an explanation is required to be entered.
   - Update year references and language in related ineligibility/significant parties' questions (as stated previously in the Ownership Entity Tab).
   - Updated the language under Qualified Development Team Experience to comply with QAP Section 6.4.3.
   - Added county for which the General Partner/managing member is located.

- Added field to enter the entity of which the GP/mm are GP/mm of. Exhibit 4T's required for all GP and Managing Member entities.
- The qualifying QDT member(s) will be identified in the summary table on the Qualified Development Team Tab.

9. Project Amenities Tab
   - Removed Computer Learning Center and medical alert system under Market Appeal Characteristics. Computer Learning Center and medical alert system have been added under project and unit amenities.
   - Updated free parking to Free On-Site parking and updated the language in the Description box.
   - Updated the Exterior Construction – Durability categories.
   - Added coding under Other Site Amenities, to require the number of garages, surface parking, or underground parking (as applicable) to be entered when Free On-Site Parking is checked under Market Appeal Characteristics.
   - Question added regarding the necessity of a resident Manager's Unit at the Project. If yes, a Manager's Unit is required in the Buildings Tab and 24/7 On-Site Resident Manager shall be checked in the Project Amenities Tab. Manager's Units are excluded from Total Project Units.

10. Construction Characteristics Tab
    - Changed heading to Heating/Air Conditioning/Water Heating.
    - Added fields to enter the number of washers/dryers and front loading washers/dryers.
    - Added two new categories: Durable Window Sills and Unit Bathrooms.
    - Updated language under Energy Efficiency to include language for New Construction Projects with 4 or more stories.
    - Updated language in closets.
    - Updated the percentage for the recycled content requirement for carpets to 35% from 45%.
    - Updated Energy Efficiency language.

11. Buildings Tab
    - Street address and street name are separate fields.
    - Changed Building Identification Numbers (BIN) to reflect the updated Application Number numbering. IA-16-01001, IA-16-01002, etc.
    - Added coding to apply the minimum number of bathrooms for New Construction & Adaptive Re-use Projects of 3 bedroom Units – 1.5 bathrooms and 4 or more bedroom Units – 2 full bathrooms.
    - Added coding so no single family home in a Project can be a market rate single family home.
    - Added coding so that any building that contains residential units must have at least 1 low-income unit.
    - If a Manager's Unit is entered, it must be reasonably required for the operation of the Project. Rent can be charged. It is common space and is not a residential rental unit and is excluded from the applicable fraction.

- Added coding to limit rent increases per unit to 4% from initial Application to IRS Form 8609 Application.

12. Funding Sources Tab
   a) Local Government Contribution
      - Removed Workforce Housing Tax Credits.
      - Added requirements for the Below-Market Interest Rate Loan (Interest Savings). **Be sure to enter the interest savings amount in the Local Govt. Contribution section.**
      - Added coding to limit the Waiver of Fee amount to not exceed 1% of Total Project Costs per QAP.

   b) Funding Sources
      - Added requirements for the Below-Market Interest Rate Loan (Interest Savings).
      - Added a scoring acknowledgement box.
      - Added question requesting amount of current State HOME debt, if applicable.
      - Added chart for Applicant to enter existing debt to be assumed by the Ownership Entity.

13. Costs and Credit Calc. Tab
   - Separated broker fee and land.
   - Added comment at the top of the page regarding how IFA calculates tax credits with 100% of the equity.
   - Add coding to prevent relocation expenses to be included in Eligible Basis.

14. Financial Feasibility Tab
   - Updated the Operating Expenses requirement.
   - Updated the Unit Cost Cap calculation which includes subtracting out land costs.
   - Updated the Tax Credit Cap per LIHTC Unit.

15. Scoring Tab
   - Updated language.
   - Modified the statement at the top of the page.
   - Added a 2nd mandatory checkbox – Applicant understands that any scoring determinations made in prior years are not binding on IFA for the 2016 round.
   - Added box for IFA LIHTC Manager to add 5 points to a Project, if applicable, as it relates to QAP 7.10.3.

16. Fees Tab
   - Updated fee amounts.
   - Invoices not generated at submission requiring payment in order to submit, must still be paid electronically through the Fees Tab. Invoices will be created by IFA staff and linked to the Fees Tab.

17. Exhibits Tab - Refer to Appendix K.
    Revised or Deleted Exhibits for 2016:
    - Exhibit 1T – IFA Required Form - Revised.
    - **Exhibit 8T – IFA Required Template - New**
    - Exhibit 13T - Deleted
    - Exhibit 14T a-b (Guidance will be issued on or before March 2016 IFA Board Meeting)
    - Exhibit 14Tc-f - Deleted
    - Exhibits 15a, 15b, & 15c – IFA Required Form – Revised
    - Exhibit 7B – IFA Required Form - Renamed
    - Exhibit 9B – Renamed and Revised.
    - Exhibit 2S – IFA Required Form - Revised
    - Exhibit 3S - Revised
    - Exhibit 5S – IFA Required Form - Revised

E. CREATING AND ENTERING A 9% THRESHOLD APPLICATION

Before creating and entering an Application, review QAP, Section B. 9.2 that states, "The representations made in the Application shall bind the Applicant and become a contractual obligation of the Developer and the Ownership Entity and any Entity the Developer or Ownership Entity is representing in the presentation of the Application or a successor in interest in the event Tax Credits are awarded to a proposed Project."

1. Creating an Application
   - Select create a New 9% Application and begin entering information into each Application tab. Refer to the QAP for specific requirements.

2. Enter an Application for the Noncompetitive Set-Aside
   - If an Applicant is planning on submitting an Application for the Noncompetitive Set-Aside, guidance will be issued at a later date.

3. Project Name and Location Tab

   a) Project Name
      - Enter Project Name in the box
        ✓ If requesting IFA's review of a Nonprofit entity for the Nonprofit Set-Aside, enter the Project Name prior to submitting the request through the Nonprofit Set-Aside Tab.

   b) Jurisdiction
      - Enter the name, address, city, zip code, and phone number of the political jurisdiction(s) where the Project shall be located.
        ✓ More than one jurisdiction can be entered for a Scattered Site Project part of more than one political jurisdiction.
      - Enter the email address of the CEO of the political jurisdiction.
        ✓ The blue (REFERENCE) is a link to a website containing city information to look up names and/or contact information.

- Enter the CEO First Name, Last Name, and Title (typically Mayor).
  - ✓ Please ensure the email entered is correct. This information is required in order for IFA to provide notification to the Chief Executive Officer of the local jurisdiction as required by the IRC.
- Review information for typographical or data entry errors then select save.

4. Project Description Tab

a) Project Type
- Select New Construction, Rehab, Acquisition/Rehab, or Adaptive Reuse or a combination thereof.

b) Credit Request
- Check if requesting funds from the IFA-administered Senior Living Revolving Loan Program.

c) Set-Asides
- Check the boxes for each Set-Aside requested.
  - ✓ Five Set-Asides established in QAP Section 2.2.
  - ✓ QAP Section 3.4.8 lists the priority list for review and award of Tax Credits in order of prioritization:
      Nonprofit (10% of all available credits)
      Preservation (10% of all available credits)
      Senior (15% of all available credits)
      Rural (15% of all available credits)

      The fifth is a Non-competitive Set-Aside. $800,000 has been reserved out of all available credits for the Housing for the Homeless Demonstration Set-Aside

d) Credit Percentage
- The Application shall auto-fill the credit percentage applied for based upon the Project type entered.
- If Acquisition/Rehabilitation or Adaptive Reuse is selected, the Application auto-fills both 4% and 9%; otherwise 9% for New Construction and Rehabilitation Projects.

e) Federal Financing
- Select yes or no as to whether the Project has federal financing.
- If yes, select the type of federal financing.
- If other is selected, enter explanation.

f) Minimum Set-Aside Requirements
- Select either 20/50 or 40/60 for the IRS required Minimum Set-Aside election.
- If Deep-Rent Skewing is sought, check the box.
  - ✓ If selected, 15% of the Units shall be entered at 40% or less of AMI.

g) Other Elections

    i. Waives Right to Qualified Contract (QAP Section 6.44) – Check the box to requesting preliminary scoring points for this category.
- ✓ If the box is checked, the Ownership Entity is waiving its right to request a Qualified Contract in year 14 of the Compliance Period. A 30-year commitment is being made with this election.
- ✓ An Applicant electing points under Section 6.1.4 - Provides an Opportunity for Homeownership is not eligible for this scoring category.

    ii. Great Places (QAP Section 6.2.2) – If the entire Project is located in and a part of a Great Place community approved by the Department of Cultural Affairs, check the box to request preliminary scoring points.
- ✓ IFA shall verify information with the Department of Cultural Affairs.

    iii. Serves Lowest Income Residents (QAP Section 6.1.1) – Check the applicable boxes and enter the number of planned Low-Income Units at each applicable AMI level to request preliminary scoring points. In the Buildings Tab, enter 40% AMI for each applicable Low-Income Unit and enter 30% AMI for each applicable Low-Income Unit for which points are sought.
- If the special consideration for Projects serving lower AMI's (15% increase in Eligible Basis) shall be needed per QAP Section 7.2.3 & 7.2.3.1, request the increase by entering an additional 15% of 40% or less AMI Units for a total of 30% of Units at 40% AMI or less.
- If the special consideration for Projects serving lower AMI's (15% increase in Eligible Basis) shall be needed per QAP Section 7.2.3 & 7.2.3.2, request the increase by entering an additional 5% of 30% or less AMI Units (these Units shall be in addition to any Units selected for the 40% AMI or less) for a total of 10% of the Units at 30% AMI or less.
  - ✓ No Project shall receive more than a 30% increase in Eligible Basis.
  - ✓ No Project shall receive more than an $800,000 Tax Credit award and no single Developer developing Projects shall receive an award of Tax Credits more than $1,200,000 per QAP Section 2.3.1.
  - ✓ This category is not available to an Applicant that requests points under Section 6.1.4 – Provides an Opportunity for Homeownership or Section 6.3.3 – Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA Voucher Assistance.

    iv. Market Rate Incentive (QAP Section 6.1.2) – Request points by checking the box and entering the number of planned Market Rate Units in the Buildings Tab.
- When entering buildings with residential rental units, all residential buildings must have least 1 Low-Income Unit.
  - ✓ The LIHTC Available Unit Rule (AUR) or sometimes referred to as the Next Available Unit Rule (NAUR) shall apply to all buildings in the Project.

✓ Market rate single family homes will not be allowed.

✓ This category is not available to an Applicant electing points under QAP Section 6.1.4 - Provides an Opportunity for Homeownership or QAP Section 6.3.3 – Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA Voucher Assistance.

v. Iowa Opportunity Index Census Tracts (QAP Section 6.2.5) – Check the box if the entire Project is located in a census tract that is identified as a very high or high opportunity area as shown in 2016 Appendix D in the Application Package.

✓ If the box is checked, but the address(es) entered in the Buildings Tab doesn't support the election or if the Project qualifies for the points, but the box isn't checked, an error will be generated and preliminary scoring points will not be shown unless the scoring requirements are met.

vi. Underserved City (QAP Section 6.2.4) – Check the box if the entire Project is located in a city that hasn't received an award of Tax Credits in the last 3 years. An award of Tax credits includes a supplemental Tax Credit award. Refer to 2016 Appendix L.

✓ If the box is checked, but the address(es) entered in the Buildings Tab don't support the election or if the Project qualifies for the points, but the box isn't checked, an error will be generated and preliminary scoring points will not be shown unless the scoring requirements are met.

vii. Serves Tenant Population of Individuals with Children (QAP Section 6.1.3) – Check the box if 10% of the Units in the Project will be 4 or more bedroom LIHTC Units.

✓ If the box is checked, but 10% of the Units entered aren't 4 or more bedroom LIHTC Units, an error will be generated and preliminary scoring points will not be shown until the scoring requirements are met.

viii. Historic Project (QAP Section 6.3.2) - Check the box if all buildings in the Project are on the National Register of Historic Places or determined eligible for the National Register by the State Historic Preservation Officer, answer the related question for each building in the Buildings Tab, provide Exhibit 6S, and enter state and federal historic tax credits as funding sources in the Funding Sources Tab.

• If a commitment for state historic tax credits hasn't been received, provide a General Partner loan commitment (Exhibit 6T) for the state historic tax credits.

• Enter the residential portion of the Federal Historic Tax Credit in the Costs and Credit Calc. Tab.

✓ If a Project is historic and contains market rate Units, the LIHTC Units shall be disbursed throughout all of the buildings.

✓ A subrecipient of the Federal Historic Tax Credits cannot be created in order to become eligible for more LIHTC.

h) Occupancy Type
- Select the occupancy type (Older Persons 55, Older Persons 62, or Family) from the drop down.
  - ✓ Once the occupancy type has been established and submitted to IFA, it shall not be changed.

i) Location Near Services
- Check the boxes for each service that meets the requirements of QAP Section 6.2.1 and the service definition listed in QAP Appendix 2 – Glossary of Terms.
- Check the mileage box to select the points requested based upon the mileage (driving distance).
  - ✓ Public Transportation will not require an election of distance for points as the points are 4 for only ½ mile walking distance whereas the other service options to request either 2 or 4 points based on the driving distance of one mile or two miles.
- Check the acknowledgement box.
  - ✓ There is a maximum of 4 points per service.
  - ✓ Each service must be in operation and accessible via existing roads at the time of the Application due date.
- Enter the complete service name and complete street address, city, and state.
  - ✓ List only one service per category.
  - ✓ If the project will be a Scattered Site Project all building addresses shall be listed in the Buildings Tab for all site locations and each building address shall meet the QAP distance listed in QAP Section 6.2.1 to receive scoring points.
- Generate a current Google Map and upload Exhibit 3S to the Exhibits Tab for each service scoring points are being requested for. Ensure correct method (driving or walking distance as stated in the QAP) is used when creating the Google Map, along with the correct service address and the Primary Project Address as listed in the Buildings Tab.
  - ✓ Double check that the mileage check box selected in the Project Description Tab matches the mileage shown on the applicable Exhibit 3S (Google Map) for each service as IFA will not award more points than initially requested. If the wrong mileage box is checked, but the Exhibit 3S supports 4 points, but only the 2 point mileage box is checked, only 2 points will be awarded if all other applicable scoring requirements for that service have been met.

- If the Project hasn't been assigned a Primary Address (PA) by the municipality, or should the PA not be shown on Google Map(s), an Applicant must contact the LIHTC Manager via email ten (10) business days prior to submission of the Application due date for approval of an alternate method.
- IFA shall only use the PA listed in the Buildings Tab of the Application and the service elections entered on the Project Description Tab when reviewing Exhibit 3S and determining scoring points.
  - ✓ If incorrect service names or addresses or the services entered into the Application do not meet the QAP Requirements, no final points shall be awarded for that service(s).

j) Building Type
- Select the appropriate building type(s). A Project may consist of more than one building type.
  - ✓ Exhibit 11T shall list the correct building type as selected in the Application.
  - ✓ Type selected shall match the type entered on the Buildings Tab.

k) Ownership Type
- Rental – Check the rental box if the Project is a rental Project.
- Iowa Rose Program (QAP Section 6.1.4) – Check the box and provide Exhibit 2S, including the written Plan, to request preliminary scoring points if the Project will provide an opportunity for homeownership.
  - ✓ Enter the building type as single family detached and the project type as new construction.
  - ✓ Enter 100% of the Project Units as LIHTC Units.
  - ✓ Enter 100% of the Project Units as 60% AMI LIHTC Units.
  - ✓ Elect the 40/60 Minimum Set-Aside.
  - ✓ Refer to 2016 Appendix G for specific Iowa Rose Program information

l) Rental Assistance
- Federal Assistance - Select yes if the Project will receive federal assistance.
- If the Project will be a HUD-VASH Voucher Project (QAP Section 6.3.3), select yes and provide Exhibit 7T. **Exhibit 7S is required if an Applicant is requesting scoring points for this category.**
  - ✓ Enter source providing the HUD-VASH Vouchers.
  - ✓ Enter the number of Units covered by a written commitment for HUD-VASH Voucher Assistance.
- If the Project will have Federal Project-Based Rental Assistance (QAP Section 6.3.3), select yes and provide Exhibit 7T. **Exhibit 7S is required if an Applicant is requesting scoring points for this category.**
  - ✓ Enter the subsidy source and the number of Units.
  - ✓ Enter the contract number(s) for the federal project-based rental assistance. *Note: if the federal project-based rent exceeds the LIHTC Rent limit, check the box on the Buildings Tab to exceed the rent limit.

- ✓ Enter loan number if Project has a Rural Development Section 515 mortgage.
- If the Project will have Local Project-Based PHA Voucher Assistance (QAP Section 6.3.3) select yes from the drop down and provide Exhibit 7T. **Exhibit 7S is required if an Applicant is requesting scoring points for this category.**
  - ✓ Enter name of the local PHA and the number of Project-based vouchers committed by the PHA as well as contact information for the PHA.

NOTES:

- ➤ **The increase in basis boost for Serving Lower AMI's in QAP Sections 7.2.3.1 and 7.2.3.2 is available to an Applicant that elect points under QAP Section 6.1.1; however, an Applicant that elects points under QAP Section 6.3.3 is not eligible to elect points under QAP Section 6.1.1.**
- ➤ **An Applicant may choose not to request points under QAP Section 6.3.3 and still have Project Based Rental Assistance; however, no scoring points will be shown on the Scoring Tab.**
- ➤ **An Applicant with a Project that has Project-Based Rental Assistance that chooses NOT to elect scoring points under QAP Section 6.3.3, may elect points under QAP Sections 6.1.1 and/or 6.1.2 and may then qualify for an increase in Eligible Basis for Serving Lower AMI's (QAP Sections 7.2.3.1 and 7.2.3.2) if all other requirements for the increase in basis have been met.**

m) Transfer of Physical Asset
- If HUD approval for the transfer of physical asset is required, select yes.
- If RD approval for the transfer of the physical asset is required, select yes.
- If IFA approval for the transfer of the physical asset is required, select yes.

n) Impact on the Environment
- Check the boxes for each category that will be complied with in order to request preliminary scoring points. Once a box is checked, the Description Box will populate with the QAP requirement.

o) Energy Efficiency
- Check the applicable boxes to request points for HERS and/or IECC per QAP Section 6.3.7. By checking the box, the Applicant is committing to a more restrictive energy efficiency requirement than the minimum requirements and shall be held to this election and shall be met prior to IFA issuing an IRS Form 8609.
- If a New Construction and Acq/Rehab project and points are sought for this category, check both boxes; however, only maximum category points shall be awarded.
  - ✓ Refer to QAP, Appendix 1- G.22 for information on the minimum energy efficiency requirements.

5. Targeting Plan Tab

   a) Summary
      - Check the box for the Applicant/Owner certification to comply with the Targeting Plan requirements stated in QAP Section 5.16.
      - Check the box if the Project shall be an Affordable Assisted Living Program/Facility.

   b) Held for Occupancy Policy
      - Check the box to confirm understanding of the policy
        ✓ The policy is listed in the Description Box.
      - Check the box agreeing to adhere to IFA's Target Population and Held for Occupancy Policy.
        ✓ Failure to mark either box shall generate an error.

   c) Fair Housing
      - Check the box acknowledging the responsibility to ensure all Fair Housing requirements are met.

   d) Boarding Home Registration
      - Check the box to indicate understanding of the Iowa Boarding Home Registration and then mark the applicable box to indicate whether it will apply or not apply to the Project.

   e) Targeting Plan Contact Information
      - Enter the contact name and information for the person responsible for preparing the Targeting Plan.

   f) Affirmative Fair Housing Marketing Plan Contact Information
      - Enter the contact name and information for the person responsible for preparing the Affirmative Fair Housing Marketing Plan (AFHMP).

6. Nonprofit Set-Aside Tab
   - Enter the Nonprofit entity name, tax id number, address, and select yes or no from the drop down field for Nonprofit exemption.
   - Enter explanation for the type of tax exemption the Nonprofit is organized and operated exclusively for.
   - Select either 501(c)(3) or 501(c)(4).
   - Answer remaining questions in Section A. and provide requested explanations.
   - In Sections B-C, answer all of the questions and provide explanations.
   - In Section D, enter the person's name and contact information and answer the remaining questions.
   - Upload Exhibits 1SA-5SA in the Exhibits Tab.
   - Submit the request to IFA for review no later than November 6, 2015.
     ✓ Ensure the Nonprofit entity name is also listed in the Qualified Development Team Tab as a General Partner/managing member and Management Company (if applicable).

    ✓ Ensure the Project Name and Location Tab is completed prior to submitting the request.

    ✓ At Threshold Application submission, if the Nonprofit Entity was approved, Nonprofit Set-Aside may be checked; otherwise, an error will be generated.

7. Site Description Tab

   a) Current Property Use Description (QAP Appendix 1-H)

      • Enter detailed description of the current use of the property, all adjacent property land uses, and surrounding neighborhoods in the description box provided at the top of the page. (Moved from Project Amenities Tab)

   b) Site Acreage

      • Enter total site acreage

        ✓ Site acreage shall match purchase agreement/option to purchase (Exhibit 1B).

        ✓ Do not include excess land or acreage not required for the proposed Project.

   c) Scattered Site Project (QAP Section 3.4.7) - Check the box and provide Exhibit 19T.

      • Enter all Units as LIHTC Units.

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   d) Additional Primary Market Areas (QAP Section 5.9) - Enter the number of additional primary market areas, if applicable.

        ✓ A higher market study fee will be charged for additional primary market areas.

   e) Readiness to Proceed – (QAP Section 5.4, Appendix 1-D and E) – Check the boxes identifying the utilities and infrastructure currently available and with adequate capacity for the Project site(s) and enter explanation on utilities.

   f) FEMA Identified or proposed 100-year flood zone - (QAP Appendix 1-B) - Answer question as to whether any portion of the site(s) is located in a FEMA identified or proposed 100-year flood zone.

      • If yes, the site(s) are not eligible.

   g) Demolition - Answer the question, "Is the demolition of any buildings required or planned?"

      • If yes, enter an explanation in the description box.

   h) Relocation/Existing Buildings on the Site(s) Occupied (QAP Section 5.5) - Answer the question, "Are existing buildings on the site currently occupied?"

      • If yes, enter relocation plan information.

   i) Detrimental Site Characteristics (QAP Appendix 1-H)

i.   Site or Adjoining Site Location – Answer the question as to whether any portion of the site or adjoining sites are located within ½ mile of storage areas for hazardous or noxious materials, sewage treatment plant or other solid waste facility, businesses, or equipment producing foul odors or excessive noise or the site is a prior storage area for hazardous or noxious materials, sewage, or other solid or liquid waste.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

ii.   Site or Adjoining Site Slope/Terrain - Answer the question as to whether any portion of the site or adjoining sites have slope/terrain that is not suitable for the Project based on extensive earth removal/replacement requirements.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

iii.   Physical Barriers – Answer the question as to whether there are known obvious physical barriers of any portion of the site or adjoining sites is known.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

iv.   Location near Sanitary Landfill – Answer question as to whether any portion of the site or adjoining sites is located within ½ mile of a sanitary landfill or sites that were previously used as a sanitary landfill.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

v.   Flood Hazard Area – Answer question as to whether any portion of the site or adjoining site(s) is located within a flood hazard area, at or on a 100-year flood zone as determined by the Iowa Department of Natural Resources, FEMA map, or FIRM map or a designated wetland.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

vi.   Airport Runway Clear Zone - Answer question as to whether any portion of the site or adjoining sites is located within 500 feet of an airport runway clear zone or accident potential zone.
- If yes, enter explanation.
- Provide Exhibits 6Ba-6Bc.

vii.   Project Site - Native Prairie Land and Wet Lands (QAP Appendix 1-B) – Answer question.
- ✓ If yes, Project Site is not eligible.

j)   Legal Description - Enter the complete and accurate legal description of the entire property.
- ✓ The legal description shall match the legal description in all Exhibits.

8. Site Control Tab
   - Check the box agreeing to comply with the QAP site control requirements.
   - Enter the entity name that has site control for the Project.
     - ✓ The Ownership Entity shall have site control.
     - ✓ Refer to QAP Appendix 1-A.

   a) Identity of Interest – Answer the questions as to whether there is an Identity of Interest between the Owner/Principal and Ownership Entity with the option/contract for purchase or lease of the property and the Seller/Lessor of the property.
      - If yes, enter relationship explanation.
      - Answer the question pertaining to the percent of Ownership.
      - Enter the date to show how long the seller has owned the real estate.
      - If yes, provide an appraisal by an MAI certified appraiser who is not a related party. The appraisal shall not be more than 180 days old from the Application due date. Exhibit 2B shall be provided at Application submission.
        - ✓ Appraisal shall be evaluated to determine whether the purchase/option price can be substantiated. Refer to QAP Section 5.4.1.1.
        - ✓ If requesting points under Local Government Contribution, an appraisal for land and buildings listed in Exhibit 5S shall be provided by the Application due date and shall be clear as to the value of the land and buildings being contributed.

   b) Ownership Interest - Answer the questions regarding the type of ownership interest in the Project and enter the purchase price and purchase date (if fee simple); otherwise enter the current expiration date of the option, contract or lease to purchase.
      - Enter the ownership type for each building in the Buildings Tab.
      - Enter the purchase price in the Costs and Credit Calc. Tab. If land and existing building costs, these shall be entered separately.
        - ✓ The current expiration date of the option/contract/lease to purchase shall not be less than 180 days from the date of the Application due date.

   c) Cash and Reserves – Answer the questions whether cash and/or reserves will be received or transferred with the acquisition transaction of the Project.
      - If yes, enter amount.
      - Check the certification box.

   d) Acquisition or Rehabilitation Projects Only – Enter the Rehabilitation Expenditure(s) amount allocable to the low-income Units, the adjusted basis amount and the number of buildings acquired for the development.
      - Answer the question as to whether all of the buildings are currently under site control for the development. If no, an error will be generated.

   e) Ten-Year Rule (Applicable to Acquisition/Rehabilitation and Adaptive Reuse Only)

- **Required if Acquisition Tax Credits requested.**
- Enter Code exception, if applicable.
- **Provide Exhibit 8T – Tax Attorney Opinion As to Project Acquisition Tax Credit Qualification (IFA Required Template)**

9. Zoning Tab
   - Zoning classification (QAP Appendix 1-C) - Enter the present zoning classification of the site(s) and answer the question as to whether the site(s) is appropriately zoned for the proposed development.
   - Check the two boxes regarding the zoning requirements.
   - Answer the question as to whether any variances, special or conditional use permits or any other item requires a public hearing to develop the proposal.
   - If yes, select yes or no from the drop down for the question pertaining to whether the hearings have been completed and permits obtained.
   - If yes, specify permit or variance required and date obtained.
   - If no, enter a description of the permits/variances required and a schedule for obtaining them.
     - ✓ Information entered shall match zoning information in Exhibit 7B and any other exhibit provided.

10. Ownership Entity Tab
    a) Enter the Ownership Entity information and contact information.
       - ✓ The Ownership Entity name listed on Site Control Tab and exhibits shall match the name entered in the Ownership Entity Tab.
       - ✓ Ensure the entity type and status selected are correct as this determines the required 3T Exhibits in the Exhibit Checklist on the Exhibits Tab.
       - ✓ Ensure the tax identification number entered is for the Ownership Entity and matches Exhibit 3Ta and Ownership Entity Components.
       - ✓ If the Ownership Entity status is not "already formed" by the date of application due date, threshold has not been met. Refer to QAP Section 5.2.

    b) Iowa Title Guaranty (QAP Section 6.4.1) - Check the box to request preliminary scoring points.

    c) Acknowledgements
       - Check all applicable boxes.
         - ✓ The greyed out boxes are mandatory QAP requirements.

    d) If the Ownership Entity is a single-asset entity, check the box.
       - ✓ If the Ownership Entity is not a single-asset entity, threshold requirement is not met. Refer to QAP, Appendix 2 – Glossary of Terms – Owner/Ownership Entity.

    e) Identity of Interest (QAP Section 4.6.2) - Answer the question regarding whether there is an Identity of Interest between the Ownership Entity and the general contractor and builder.

✓ If yes, the Builder and General Contractor Fees shall be limited to 10% of Hard Construction Costs on the Financial Feasibility Tab.

f) Mandatory Developer Application Training (QAP Sections 3.2.3 and 5.4.2)
- Enter attendee name and date.
  ✓ The Developer or designee shall attend one of the training sessions.

g) Ownership Entity Components - Select, "Add Ownership Entity Component" and enter information on the General Partner/managing member, Limited Partner, and any other member of the Ownership Entity.
  ✓ Ensure the entity names and the ownership percentages match the Ownership Entity exhibits (3T's) and the General Partner(s)/managing member exhibits (4T's).
  ✓ Ensure the Tax Identification Number (TIN) for the General Partner(s)/managing member(s) matches the TIN entered on the General Partner/managing member tab.
  ✓ If awarded Tax Credits, update to match the final LP or Operating Agreement.

h) Authorized Signor(s) - Answer the question about the number of authorized signor(s) and enter information.
  ✓ Authorized Signor documentation shall not be required until a Project has been awarded Tax Credits; however, ensure organizational documents support what is being entered into the Application.

i) Ineligibility/Significant Parties (QAP Sections 5.4.6.1 – 5.4.6.3.6) – Answer all questions.
  ✓ If yes is answered to any question, threshold will not be met.

j) Ineligibility/Significant Parties (QAP Sections 5.4.6.4 – 5.4.6.4.5) – Answer all questions.
- If yes is answered to any question, enter explanation.
  ✓ IFA staff shall review for ineligibility determination.

11. Qualified Development Team Tab
- Enter all team members by selecting, "Add New Team Member" and enter information into each team member tab.
  ✓ All team members shall be disclosed and listed in the Application, along with any Identity of Interest.
  ✓ If one of the team member "titles" doesn't match the type of team member, list the entity as "other."
  ✓ For each GP/mm, enter the entity name GP/mm of.

a) Experience Narrative (QAP Section 5.4.2) - Enter detailed explanation in the narrative box regarding the experience of the team member on each team member tab.

b) Identity of Interest/Significant Parties (QAP Sections 4.6.1 and 4.6.5) – Answer questions as to whether there is an Identity of Interest.

- If yes, select "Add New Identity of Interest" and enter Identity of Interest information, along with fee information.

c) Ineligibility/Significant Parties (unable to submit) - (QAP Sections 5.4.6.1 – 5.4.6.3.6) – Answer all questions.
   - ✓ If yes is answered to any question, threshold will not be met.

d) Ineligibility/Significant Parties (QAP Sections 5.4.6.4 – 5.4.6.4.5) – Answer all questions.
   - If yes is answered to any question, enter explanation,
      - ✓ IFA staff shall review for ineligibility determination.

e) Organizational Structure
   - Select "Add" to enter Partners/Members/Managers/Officers as applicable.
      - ✓ Example: Managing Member Tab – MM Name, MM has 3 individual members.
        1st Level = MM Name 100% Interest
        2nd Level = Enter the 3 individual members and percent of ownership.

f) LIHTC Application and Award and Project Information – Answer all questions.
   - ✓ If yes is answered for a member having received an award of LIHTC from IFA or any other state, but "no" is answered to the following question that the team member has completed at least 1 LIHTC Project in which all LIHTC Units have been leased at least once and has received an IRS Form 8609 for the Project, in Iowa or any other state, member doesn't meet threshold. Refer to QAP Section 3.2.2.
   - ✓ Received means the awarding state agency has issued the IRS Form 8609 and the Ownership Entity has received it.

g) Qualified Development Team – Answer the questions and enter explanations, if applicable, regarding whether the team member meets the QAP Section 5.4.2 QDT requirements.
   - If a QDT member has Materially Participated in the role of a Developer, managing member, General Partner or development consultant in the development of a LIHTC Project that has received an IRS Form 8609 from any state within the past 7 years, answer the question for Material Participation in the Project through 2 years after the issuance of the IRS Form 8609 and enter an explanation on the participation.
   - If yes, select "Add Project" and enter the Project Name, Address, City, Ownership Entity Name, Developer Name, GP/mm name, Development Consultant Name (if applicable), Role, and the date of the IRS Form 8609 Issuance and enter explanation in the box.

h) Qualified Development Team Experience – Answer the questions to request preliminary scoring points.
   - If yes is answered for a team member meeting the criteria for 2LIHTC projects in Iowa, then yes should also be answered for the 2nd category to receive the full 10 points.
   - Enter the LIHTC project information into the chart.

       ✓ If the 8609 Issuance Date isn't within the permitted timeframe, an error will be generated.

   i) Authorized Signors – Enter the number of persons the organizational documents require to execute legal documents. Select, "Add New Authorized Signor" to enter names, title, and entity name.

12. Project Amenities Tab

a) Market Appeal Characteristics (QAP Section 6.3.1) - Check applicable boxes to request preliminary scoring points.
Note: If a Project is a historic Project, points can be requested for In-Unit Laundry space with washer and dryer; however, the Description Box will contain the following additional statement, "Applicant has performed due diligence regarding the historic/SHPO requirements." Make sure before electing points in the Application, the due diligence with SHPO has been completed.

- Enter expense for Free Internet Connectivity in the Projected Operating Costs Tab, if applicable.
- If a specific item has a specification box, enter the requested specification (Storage Units).
  - ✓ Once a box is checked, a description populates with the QAP requirement. The requirement for each election shall be met and complied with throughout the Compliance and Extended Use Period.
  - ✓ All selected items shall be provided at no cost to tenants and enhance market appeal and promote long-term viability.

b) Construction/Unit Characteristics (QAP Section 6.3.4) – Check applicable boxes or radio buttons to request preliminary scoring points.
  - ✓ Once a box is checked, a description populates with the QAP requirement. The requirement for each election shall be met and complied with throughout the Compliance and Extended Use Period.
  - ✓ If a Project is a historic Project and requests points for Steel Frame Door, the Description Box will contain an additional statement, " Applicant has performed due diligence regarding the historic/SHPO requirements." Make sure before electing points in the Application, the due diligences with SHPO has been completed.

c) Other Site Amenities (check all that apply)
  i. Community Building – Ensure square footage matches site/building plans. (This is different than community room)
  ii. Community Room – Enter the square footage, if applicable.
  iii. Garages - Answer whether rent shall be charged, amount charged, and the number of garages.
    - ✓ Income shall be reflected in the Cash Flow Tab.
    - ✓ If no charge, costs may be included in Eligible Basis.
  iv. Surface Parking - Answer whether rent shall be charged, amount charged, and the number of parking spaces provided.
    - ✓ Income should be reflected in the Projected Cash Flow Tab.
    - ✓ If no charge, costs may be included in Eligible Basis.

v. Underground Parking - Answer whether rent shall be charged, amount charged, and the number of parking spaces provided.
- Income should be reflected in the Projected Cash Flow Tab.
- If no charge, costs may be included in Eligible Basis.

vi. Mandatory amenities have already been checked and are greyed out to prevent Applicants from changing. Answer the question specific to On-Site Resident Manager's Unit and then select amenities:
- Beauty Salon/Barber
- Craft/Game Room
- Laundry Room
- Library
- Media Center Room
- On-site leasing office
- Fitness Center
- Playground Area with Commercial Equipment
- Picnic Area/Tables
- Security Locked Building
- Site Lighting (*mandatory)
- Swimming Pool
- Dining Room
- 24-Hour On-Site Resident Manager
- Computer Learning Center
- Medical Alert System
- Gazebo
- High Speed Internet Access per Unit (*mandatory)
- Other - Enter an amenity being provided not listed as an option in the Application.
- Description – Enter a description of the difference(s) between Low-Income & Market-rate Unit Amenities.
  - ✓ If no market rate Units, no description is necessary.

d) Other Interior Apartment Amenities (check all that apply)
- Check the box indicating all the amenities selected shall be provided to all Units.
- Check all boxes for amenities provided by the Owner. Mandatory amenities are already checked and greyed out so these may not be changed:
    Ceiling fans
    Garbage Disposal
    Kitchen Exhaust Fan
    Range (*mandatory)
    Refrigerator (*mandatory)
    Microwave (*mandatory)
    Washer and Dryer hook-ups (only)
    Flooring
    Other (list in box provided)
    Heating Type (*mandatory) (Populates to the Construction Characteristics Tab)

Cooling Type (*mandatory) (Populates to the Construction Characteristics Tab)
Water Heating Type: (*mandatory)(Populates to the Construction Characteristics Tab)
Window Covering Type (*mandatory)(Populates to the Construction Characteristics Tab)

13. Construction Characteristics Tab
   a) Specify the materials to be used to meet IFA's minimum requirement stated in QAP Appendix 1-G and enter descriptions/explanations as required.
      - Under Accessible Units, enter the number of Adaptable Units.
      - Enter the number of washers and dryers to be provided and the number of front-loading washers and dryers to be provided.

14. Buildings Tab
   a) General Building Information – Select." Add New Building" and continue to add buildings until all buildings in the Project have been entered.

   b) Address Information - Enter all address information, including the correct 9-digit zip code.
      - Check Primary Address box for the building that is the "Primary Address" (PA) for the Project.
         ✓ The PA entered by the Applicant in the Buildings Tab shall be used in each Exhibit 3S for Location Near Services scoring points requested.
         ✓ The "blue" zip code reference is a link to the United States Postal Service that will provide the complete 9 digit zip code.
         ✓ Census Tract information is generated by the Online Application based upon the address entered for each building.

   c) Prior LIHTC Project
      - If the Project is Acq/Rehab or Rehab, with buildings that have been part of a LIHTC Project in a prior year, select "yes" and enter the Building Identification Number (BIN) previously assigned to each building.
      - Check the box acknowledging the understanding of existing LIHTC BIN(s) and Land Use Restrictive Agreements (LURA).
      - Answer the question as to whether the building is part of a prior LIHTC project that requested a Qualified Contract through IFA and has had a partial LURA released.
      - Answer the question as to whether the Project is subject to an existing LURA
      - If yes, enter the Minimum Set-Aside election for the existing LURA.
         ✓ If a prior LIHTC Project with existing LURA is awarded, the maximum restriction between the existing LURA and the new LURA shall be enforced.
         ✓ If an existing LIHTC Project is in the initial 15-year Compliance Period, the Project is ineligible. A Project must've completed the 15th year of the Compliance Period. Refer to QAP Section 2.4.

        ✓ If combining prior LIHTC Projects into one Project, contact IFA for assistance on how to proceed based on the LURA restrictions for each LIHTC Project.

d) Other Information
- Select whether building is new or acquired.
- Enter the number of stories.
- Enter the building type.
  - ✓ If a building type is entered that wasn't selected on the Project Description Tab, an error will result.
- Enter the acquisition date, acquisition cost and rehabilitation cost, as applicable.
- Enter the date constructed (if applicable) and date placed in service by previous owner (if applicable).
- Enter the estimated Placed-in-Service (PIS) Date.
  - ✓ This date shall be listed in a Carryover Allocation Agreement for an awarded Project.
  - ✓ PIS date is required to be updated in the IRS Form 8609 Application.
- Enter the Number of Fully Accessible Units in the building.
  - ✓ 10% of all Project Units are required to be Fully Accessible.
  - ✓ Refer to QAP Appendix 1, G.18 for minimum threshold requirements for Accessible Units.
- If electing points under the Olmstead Goals scoring category, enter the number of Visitable (Type C) Units (if applicable), and Additional Accessible Type A Units (if applicable).
- At unit level, enter the Accessibility type for each Unit.
  - ✓ The number of Units with Accessibility features must match the number of each Accessibility type entered at the Building level.
- Enter the number of Units with Accessible Communication Features.
  - ✓ A minimum of 2% of all Units is required and shall be in addition to the 10% Fully Accessible Units.
  - ✓ Refer to 2016 QAP, Appendix 1, G.18 for minimum threshold requirements for Accessible Units.
  - ✓ Accessibility shall be met regardless of the building type including single family or duplex designs. Refer to QAP Appendix 1.

e) Type of Control
- Answer the questions regarding the type of control and provide the applicable dates.

f) Historic
- Answer question as to whether the building has been determined or is eligible for the National Register of Historic Places.
  - ✓ If no, but historic is selected on the Project Description Tab, preliminary scoring points will not be generated on the Scoring Tab.

✓ If any building is selected as historic, but federal/state historic tax credits are not entered as a funding source, an error will be generated.

g) Unit occupied by Owner - Answer question, "If any building in the Project consists of 4 or fewer units, will any unit in such building be occupied by the owner of such building or any person who is related to such owner?"

h) Common Space Building - If building is common space only, check the box.

i) If Project has a Project-based rental assistance contract and the rents exceed the LIHTC rent, check the extend rent limit box and enter the contract number.
   ✓ If the box isn't selected and the gross rents exceed the LIHTC maximum rents, an error message shall be generated.

j) Qualified Basis
   • Enter acquisition costs and new/rehab costs, as applicable.

k) Utilities Included in Rents
   • Check all boxes for the utilities paid by the Owner.
      ✓ If all utilities are paid by the Owner, then a $0 utility allowance shall auto-fill into the Units; otherwise, the total of the amounts entered here shall carry over into Units.

l) Tenant Paid Utilities
   • Enter the amounts for each utility type and bedroom size paid by the tenant to be included in the utility allowance calculation.
      ✓ Ensure the amounts for each utility type match Exhibit 11T.
   • If the Project will be an Iowa Rose Program Project, enter all utilities as paid by the tenant.
      ✓ Utility allowances populates per building type per Unit.
      ✓ Rural Development Projects can refer to RD form 3560-7, Multiple Family Housing Project Budget/Utility Allowance, Part IV (C), for the breakdown of the utility allowance that shall be entered.
      ✓ HUD Project-based Section 8 Projects may refer to the Owner for utility documentation (breakdown of the utilities) submitted to HUD or IFA Section 8 Contract Administration for the most recent approved utility allowance.
      ✓ If geo-thermal is the heating source, use electric heat on the PHA utility allowance chart when geo-thermal is not shown and the tenant is paying for heating.

m) Mandatory Charges – Answer question as to whether there are other mandatory charges required for tenancy and the amount.
   • If yes, enter amount.
      ✓ Mandatory charges shall be reflected in the gross rents.

n) Building Includes – Check the boxes to indicate whether the building includes elevators (and enter the number of elevators), is an accessory building, is a commercial facility or includes a commercial facility, or other facilities.

o) Square Footage Information
- Enter Common Area and/or Commercial Square Footage, if applicable.
- Enter any concerns or provide additional information concerning the building.
  - ✓ The residential square footage and the gross floor square footage will populate.
  - ✓ A Manager's Unit with no rent charged is common space and not a residential Unit.

p) Units – Select "Add New Unit" and continue to add until all Units in the building have been entered.
- To add multiple Units with the exact same characteristics (sf, bedrooms size, baths, net square footage., AMI%, monthly rent, accessibility features, enter the number in the Number of Units to Add box prior to selecting save changes to the building.
- Select "Save Changes" and "Add New Unit" until all Units have been entered or if finished, select "Save Changes and return to Building."
- Select type of Unit.
- Select the number of bedrooms and bathrooms.
  - ✓ The minimum number of bathrooms per QAP Appendix 1 - G.25 shall be met.
- Enter the unit net square footage.
  - ✓ Do not include garage space in the square footage of the Unit.
  - ✓ Net square footage is the usable unit space from the inside face of the walls and not the structure.
- Unit number isn't required at the time of Threshold Application submission.
- Select the AMI% of the Unit.
  - ✓ If the Project is an Iowa Rose Program Project, the AMI% shall be 60% for all Units.
  - ✓ The percent of Units shall be calculated for QAP Section 6.1.1 - Serves Lowest Income Residents and Section 6.1.2 - Market Rate Incentive based upon the type and AMI level entered for all Units in the Project.
- Enter the Monthly Rent.
  - ✓ The Total Housing Expense populates and cannot exceed the Rent Limit unless the Project has a Project-based rental assistance contract and the exceed rent limit box was checked and the contract number entered.
  - ✓ IFA shall not permit rent increases of more than 4% from Threshold Accepted to 8609 Application. Refer to QAP Section 4.1.7.
- Select "yes" or "no" regarding Fully Accessible, Accessible Type A, Visitable, and Accessible Communication Features.
  - ✓ The Accessibility type will populate to the Unit Summary on the Buildings Tab.

- ✓ If the building type is such that it is a multi-level Unit (such as duplex, townhome, single family detached home), each floor shall be Accessible if it is marked as a Fully Accessible Unit. Refer to QAP Appendix 1.
- If the Project is both New Construction or Adaptive Reuse and Acq/Rehab enter the number of LIHTC Rehab Units and the number of LIHTC New Construction Units.

15. Funding Sources Tab
   a) Enter the estimated equity pricing on the sale of the tax credits (equity price).
      - Pricing entered shall match Exhibit 10T.
         - ✓ The equity price can't be changed during the deficiency period unless requested by IFA. Refer to QAP Section 5.1.
         - ✓ Do not adjust equity pricing for any reason (for example: adjusters or percent of ownership).

   b) Answer question regarding current State HOME debt and if yes, enter the amount.

   c) Existing Debt to be assumed by the Ownership Entity (QAP Section 4.1)
      - Enter all debt to be assumed by the Ownership Entity into the chart.
         - ✓ Commitment letter shall be provided for existing debt to be assumed.
         - ✓ Enter existing debt to be assumed also as a Funding Source in the amount of $1.00; however, enter the payment amounts to ensure debt is included in the DSCR.

   d) Enter any comments.

   e) Local Government Contribution (QAP Section 6.2.3) – Select "Add New Local Government Contribution" and enter information from each Exhibit 5S. Save and repeat until all forms of local government contribution have been entered.
      - Check the scoring acknowledgement box.
      - Enter the type, amount, and select "Save Changes" or "Save Changes and Close."
      - Ensure the type and amount entered in the Application matches Exhibit 5S and any additional supporting documentation is provided with the Exhibit 5S. **Prior to submitting review each Exhibit 5S for accuracy and compliance with the QAP requirements.
         - ✓ For Below Market Interest Rate Savings, enter the interest savings amount and not the loan amount.
         - ✓ A description field is provided showing required submissions for each contribution type.
         - ✓ If the form of contribution entered is a Grant or Cash, list also under Funding Sources.

   f) Funding Sources – Select "Add New Funding Source" and enter the information for each funding source:
      - Type

- Source
- Amount
- Amortizing/Non-Amortizing
- Rate
- Term
- Amortization Period
- Debt Service Amounts Years 1-15 or 1-20 (as applicable)
- Enter any Below Market Interest Rate loan that is a local government contribution as a funding source. The maximum loan term is 20 years and the maximum amortization period is 30 years.
  - ✓ A developer loan shall be entered for anticipated State Historic Credits if a commitment hasn't been received, but the Project is eligible to receive.
  - ✓ A developer loan may be used to meet the DSCR requirements, but the debt shall be foreclosable (legal note with valid, recorded mortgage). Flexibility is allowed concerning the amortization.
  - ✓ Polk County Housing Trust Fund money, if structured as a loan, shall not reduce Eligible Basis.

16. Costs and Credit Calc Tab
   a) Enter estimated total cost in the first column. Enter Eligible Basis amounts in the applicable columns - 30% PV (4%) and 70% PV (9%).
      - ✓ For any amount listed under "Other" enter a break-down and explanation.
      - ✓ Projects shall be underwritten using a 9% rate of 7.6% and a 4% rate of 3.30%. (No change from 2015)
      - ✓ Amounts entered in the eligible basis columns can't exceed the total cost entered for any line item.
      - ✓ IFA reserves the right to limit professional and other fees related to services rendered to the Project.
      - ✓ Fees paid to parties who have an Identity of Interest will be included in the allowable Developer Fee at IFA's discretion. Refer to QAP Section 4.6.5.

   b) Purchase Land and Buildings
      - Enter the cost in the applicable Eligible Basis columns.
         - ✓ Existing structures eligible basis amounts shall be entered in the 30% PV column.
         - ✓ Land and Broker's Fees are not included in Eligible Basis.

   c) Site Work
      - Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.
         - ✓ The cost of construction of a paved road shall not be included in the Project Costs. Refer to QAP Appendix 1-D.
         - ✓ Extension of utility services that are not normal extensions may not be included in Eligible Basis, but can be listed as a Project Cost.

✓ If a large amount of cost will be spent on Site Work, provide a breakdown of what is included in the cost amount entered in the comment box at the bottom of the page.

d) Construction
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.
  ✓ Costs shall be based on the gross square feet which includes the walls.
- If Accessory Building was selected on the Buildings Tab, enter an amount.
- If Garages, Surface Parking, or Underground Parking was marked in the Project Amenities Tab and will be part of the LIHTC rent, enter the applicable amount.
  ✓ Any amount of Enterprise Zone Rebate or Energy Rebate shall be subtracted from Eligible Basis as well as the total Project costs.
  ✓ Refer to QAP Section 4.6.2 regarding Builder and General Contractor fees.
  ✓ Refer to QAP Section 4.7.2 for Construction Contingency.

e) Professional Fees
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.

f) Interim Fees
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.

g) Financing Fees and Expenses
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.

h) Soft Costs
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.
  ✓ Entry of Temporary Relocation Expenses in eligible basis will generate an error. This expense is not included in eligible basis.

i) Syndication Costs
- Enter the estimated total cost for each line item in the first column.
  ✓ These costs are not Eligible Basis items.

j) Developer's Fees
- Enter the estimated total cost for each line item in the first column and any portion of that total into the applicable Eligible Basis columns.

    ✓ If the General Partner or managing member of the Ownership Entity is a nonprofit organization and the Project is awarded under the Nonprofit Set-Aside, the Nonprofit shall receive no less than 50% of the combined total of the Developer and the Consultant Fee.

    ✓ In the event the Developer fee or Consultant Fee is in excess of the limits imposed, IFA will make the appropriate adjustments during the underwriting phase of the Application evaluation.

    ✓ Refer to QAP Sections 4.6.1, 4.6.3, and 4.6.4.

k) Project Reserve
- Enter the estimated total cost for each line item in the first column.
  - ✓ These costs are not Eligible Basis items.

l) Less Residential Portion of Federal Historic Tax Credits & Less Other
- Enter the amount, if applicable, and provide an explanation if an amount is entered under "Less Other".

m) Total Eligible Basis
- The sum of the amounts in the 30% and 70% columns will be the Total Eligible Basis for the 4% and the 9% tax credit calculation.

n) Adjustments (QCT, Non-MSA City or County, Serving Lower AMIs)
- If eligible, the increase in Eligible Basis amount is automatically calculated.
  - ✓ Refer to QAP Section 7.2.

o) Total Federal Tax Credits per Eligible Basis
- This is the amount of tax credits based solely on Eligible Basis.

p) Credit Calculation Using Equity Gap
- Total Project Costs –Total Sources of Funds = Equity Gap.
- Equity Gap is adjusted for the Applicable Fraction.

q) Tax Credit Allowed by Equity Gap Calculation
- Calculated by taking the Equity Gap Adjusted for Applicable Fraction/Minimum Credit Value/10 years. This is the annual credit amount.

r) Credits Calculated by
- Tax credits are awarded based on the lower of the Eligible Basis calculation and the Equity Gap calculation.
- Total Project Costs and all funding sources plus expected syndication equity match must be within $3.
- Equity Gap can't exceed the Eligible Basis.
- The maximum Tax Credit amount that will be awarded to any one Project is $800,000. Refer to QAP Section 2.3.2.
- IFA will not allocate more than $1,200,000 in Tax Credits to Projects being developed by a single Developer. Refer to QAP Section 2.3.1.

s) Other Reasonably Expected Basis (for underwriting use only)

t) Actual Credits Awarded to Date
- This shall be $0 until tax credits have been awarded.

u) Reasonably Expected Basis & 10% of Reasonably Expected Basis
- The calculation of the Reasonably Expected Basis can be viewed by selecting the "hover" field over the number.
- TDC-Perm Loan-Perm Loan Enhancement-Rent-up Marketing-Tax Credit Application Fees-Tax Credit Compliance Fees-Tax Credit Reservation Fees-Tax Credit Construction Monitoring Fee-8609 Fee-Syndication Costs-Project Reserve.
- 10% of the Reasonably Expected Basis is self-explanatory.

v) Remarks concerning Project Costs and Credit Calculation
- Enter remarks as applicable.

17. Projected Operating Costs Tab
- Enter Project operations amounts in Section I – IV for Year 1.
  - ✓ Enter property taxes with some escalation separately for years 2-15.
  - ✓ If a Project receives tax abatement or TIF funds, enter the net real estate tax amount. The Debt Service Coverage Ration requirement shall still be met.
  - ✓ If providing Video Security System or Free Internet Connectivity, enter expenses.
- Refer to QAP Section 4.2.1- 4.2.2 for Operating Costs requirements.
  - ✓ IFA reserves the right to request the last three years of financial statements which shall include a balance sheet and income statement, of existing housing Projects. Refer to QAP Section 4.2.3.
  - ✓ For Rose Program Projects, the minimum $50 per unit per month escrow is automatically listed. Do not net the monthly/annual savings out of rents.
- Enter any remarks.

18. Projected Cash Flow Tab
a) Income & Expense Inflator (QAP Section 4.1.1) - Enter the income and expense inflation rates.
b) Vacancy Rate (QAP Section 4.1.2) – Enter the applicable rate.
c) Operating Income - Enter amount.
  - ✓ Total Gross Income Potential at 100% Occupancy, Vacancy Allowance, Net Rental/Other Income, Total Operating Expenses, and Net Operating Income shall populate. *Income from a Manager's Unit is included in Total Gross Income, but is excluded from Vacancy Allowance Calculation.
  - ✓ Debt Service populates based on funding sources entered in Funding Sources Tab.
  - ✓ Ratios – Net Cash Flow and the Debt Coverage Ratio populates.

19. Financial Feasibility Tab
   a) Operating Expenses, not including taxes and reserves (QAP Section 4.2) – Requirement is $2,920 per Unit per year for Older Persons Projects and $3,450 per Unit per year for Family Projects.
   b) Debt Coverage Ratio (QAP Section 4.1.3) – Requirement is an average Debt Service Coverage Ratio between 1.20 and 1.50 with any one year not going below 1.15 or above 1.80 DSCR for the first 15 years.
   c) Operating Reserve (QAP Sections 4.3.1 – 4.3.1.3) – Requirement is the greater of $1,500 per Unit or 6-months of debt service, operating expenses, and real estate taxes and can't exceed 8-months of debt service, operating expenses, and real estate taxes.
      • Enter explanation on how the operating reserve will be established.
   d) Annual Per-Unit Replacement Reserves (QAP Sections 4.3.2 – 4.3.2.2) – Requirement for Family Projects is $400 per Unit per year escalating at the same rate as operating expenses. Older Person Projects the requirement is $300 per Unit per year escalating at the same rate as operating expenses.
      ✓ Enter explanation how the replacement reserves will be escrowed and used only for the replacement of capital components of the project.
   e) Unit Cost Cap (QAP Section 4.9) – Project shall not exceed the cost per Unit as shown in the chart in QAP Section 4.9.
      ✓ Requirement shall apply to each Application – threshold, carryover-10%, and 8609.
      ✓ Unit cost caps do not include the Project's land costs.
   f) Tax Credit Cap per LIHTC Unit (QAP Section 4.9.1) – Project shall not receive Tax Credits beyond the maximum amount of Tax Credits per LIHTC Unit based upon the chart in QAP Section 4.9.1.
      ✓ Projects that are eligible for the basis boost are allowed to exceed the Tax Credit Cap per LIHTC Unit listed above as defined in QAP Section 7.2.
      ✓ No Project shall be awarded tax credits greater than $800,000.
   g) Developer Fee (QAP Sections 4.6.1 – 4.6.5) – The Developer Fee is calculated based on a percentage of Total Project Costs-land -Developer's Fee -Developer's Overhead and Profit - Consultant Fees -Project Reserves.
   h) Builder and General Contractor Fees (QAP Sections 4.6.2 – 4.6.5) – These fees are limited to a total of 12% of the Hard Construction Costs or 10% of Hard Construction Costs when there exists an Identity of Interest between the Owner, the builder, and general contractor.
   i) Construction Contingency (QAP section 4.7.2)
      ✓ Projects that have acq/rehab plus new construction - The Online Application shall attribute all hard construction costs to the rehab portion except the amount in the new construction to figure the construction contingency minimum and maximum then allow up to amount for the new construction portion to be added to the construction contingency.
   j) Accessible Units (QAP Appendix 1, G.18) – Requirement is 10% Fully Accessible Units and 2% of Units are adapted for hearing and/or vision impairments as Units with Accessible Communication Features. The 2% can't be included in the 10%.

20. Scoring Tab

Preliminary scoring points are shown on the Scoring Tab and are based upon Applicant entries in the Application. Review the preliminary scoring points prior to submission.

- Check the box to accept the Application scores listed.
- Check the acknowledgement box.
- Review all preliminary scoring points PRIOR to checking the box to accept the score and submitting an Application as scoring items are not correctable and can't be changed to maintain or improve the Project's score.
- After reviewing, if it is still unclear how the preliminary scoring points were calculated, please contact IFA prior to submission of the Application. No further discussion can occur on scoring once the Application has been submitted.
  - ✓ In the event a Project from the prior year' allocation round was placed on the waiting list due to a successful appeal, the Project will be awarded 5 points if the Project is the exact same Project that was the subject of the successful appeal. Refer to QAP Section 7.10.3.

21. Exhibits Tab and 2016 Exhibit Changes

IFA Exhibits are considered part of the Application. There are Threshold Exhibits (T), Building Exhibits (B), Set-Aside Exhibits (SA), and Scoring Exhibits (S).

- Do not use previous year Exhibit forms.
- All IFA forms for the current allocation round are available on the 2016 LIHTC website and a link to each IFA form is on the Exhibits Tab. *Note Exhibit 7B will only be available in the Exhibits Tab.
- Refer to Appendix K for all Exhibit information. The information below pertains to only 2016 Exhibit Changes.

a) Exhibit 1T – 2016 LIHTC Application Certification and Acknowledgements

- IFA Required Form – Revised.
  - ✓ Updated QAP reference for Accessible Units.
  - ✓ Added required check box for the minimum construction characteristics.
  - ✓ Added signature line for Project Architect and the Architect Entity Authorized Signor.

b) Exhibit 8T **– Tax Attorney Opinion as to Project Acquisition Qualification**

- **IFA Required Template (submit on Tax Attorney's letterhead) – New.**
- **Required if Acquisition Tax Credits are requested in the LIHTC Application**.

c) Exhibit 13T – Relocation Plan

- Deleted and entry of relocation plan information is now made on Site Description Tab.

d) Exhibit 14Ta-14Tb – Authorized Signor(s) Documentation

- Required of all awarded Applicants. Guidance shall be issued on or after the March 2016 award of Tax Credits.

- 14Ta – Ownership Entity
- 14Tb – General Partner(s)/managing member(s)

e) Exhibit 15T Parts 1-3 – State Agency Performance Information
- IFA Required Form – Revised.
- Each Qualified Development Team member associated with the Application that has Materially Participated in the development role in a LIHTC project shall complete. Development rule is the Developer(s), General Partner(s)/managing member(s), and Ownership Interest.
- Complete an Exhibit 15T for each state in which the individual/entity has previously participated or is currently participating in the LIHTC Program, including Iowa.
- Upload a copy of each Exhibits 15T Parts 1-2 with a copy of the email sent to each state agency no later than December 7, 2015 at 4:30 p.m. CST.
- Email the Exhibit 15T Parts 1-3, to each state agency listed, prior to Application submission and provide copy of the email to IFA.

    ✓ Part 1: Authorization of Release of Information and Project Information
    Section 1: Authorization of Release
    Section 2: Project Information

    ✓ Part 2: IRS Form 8823 & State Noncompliance Detail and Narrative
    Section 1: IRS Form 8823 & State Noncompliance Detail
    Section 2: IRS Form 8823 & State Noncompliance Detail Narrative
    Section 3: Other State Programs Narrative

    ✓ Part 3: State Agency Performance Questionnaire
    Section 1: LIHTC Compliance Performance
    Section 2: Other Programs

f) Exhibit 7B – Political Jurisdiction Certification
- IFA Required Form – Renamed.
- Shall be generated from the Exhibits Tab in the Online Application and will not be posted on the website.
- Select "generate" from the Exhibit Checklist once the Project Name, address, legal description, and Ownership Entity information has been entered. This information auto fills in the top of the form. Send to the city for completion and upload a fully completed and executed Exhibit 7B to the Application.

g) Exhibit 9B – Preliminary Cost Estimate and Scope of Work
- Provide a Scope of Work for the Project that includes a cost estimate for the hard construction costs. The estimate shall be in Uniformat II or in a format with a comparable level of detail that is acceptable to IFA.
- Required of all Projects.

f) Exhibit 2S – Provides an Opportunity for Homeownership
- IFA Required Form – Revised

- ✓ Added statement that the funds shall be set aside monthly and not subject to a unit being rented.
- The Iowa ROSE homeownership plan ("Plan") is not an IFA Form, but required to be submitted with IFA Appendix G – Exhibits A – Owner/GP Acknowledgement and Understanding of Rose Program Requirements at the time of Threshold Application submission. Exhibit 2S consists of both the Plan and the Exhibit A-Owner/GP Acknowledgement and Understanding of the Iowa Rose Program requirements.
  - ✓ Refer to IFA 2016 Appendix G.

g) Exhibit 3S – Location Near Services

- Applicant shall provide a Google map for each service points are being requested for.
- Each Exhibit 3S shall meet the QAP requirements in order to receive the requested points.
- IFA shall not award more points than initially requested in the Project Description Tab for Location Near Services.
- Should the proposed Project not have an assigned address or show up incorrectly on the Google map, follow the guidance in QAP Section 6.2.1.

h) Exhibit 5S – Local Government Contribution

- IFA Required Form - Revised
  - ✓ Updated language.
  - ✓ Removed Workforce Housing Tax Credits.
- Provide a completed, signed, and dated Exhibit 5S, with applicable supporting documentation, from each Governmental Entity or Political Subdivision providing a Local Government Contribution.
  - ✓ The agency that is making the Local Government Contribution shall indicate the value of its contribution. The value of the Local Government Contribution is the value of the contribution made minus the value of any consideration or accommodation received by the qualified Government Entity or Political Subdivision in return for the contribution.
  - ✓ The amount(s) shown in Exhibit 5S shall match the amounts entered in the Funding Source Tab – Local Government Contribution.
  - ✓ Refer to QAP Section 6.2.3.

22. Overview Tab

Information about the Project is listed in the Overview Tab to obtain basic Project information without scrolling through all the Tabs.
- ✓ Provides a link to the market study report which will be available after the March 2016 Board meeting.

23. Project Timeline Tab

- Enter dates for each item to represent to IFA the proposed Project Development Timeline.
- Updates required in Carryover-10% Application and IRS Form 8609 Application.

F. QUESTIONS & ANSWERS

Questions shall be submitted to the LIHTC Manager on IFA's 2016 LIHTC webpage.at:
http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/188. Questions and Answers (Q & A) shall be posted on the IFA website weekly until week prior to Threshold Application submission due date.

G. IOWA TITLE GUARANTY

If the Ownership Entity received 10 points for committing to obtain a Final Title Guaranty Certificate on the Project real estate prior to issuance of IRS form 8609, then the Ownership Entity shall need to obtain a Title Guaranty Owner's Certificate showing the Ownership Entity as the guaranteed and showing the coverage amount equals the total value of the Project's land and improvements upon completion.

- Iowa Title Guaranty provides a discount for multiple Certificates issued simultaneously.
- Iowa Title Guaranty has the financial strength and stability of Stewart Title Company, as a reinsurance partner.
- Services provided by Iowa Title Guaranty are:
  - ✓ Title Coverage and Endorsements for Ownership Entities, Investors, and Lenders
  - ✓ Escrow Services
  - ✓ Closing Services
  - ✓ Construction Disbursements

H. AWARD OF CREDITS

The Iowa Finance Authority Board of Directors shall make awards for the 2016 Tax Credit round at the March 2016 Board meeting. A rankmaster and scoring breakdown report shall be available at that time.

- The rankmaster is a ranking of all Applicants based upon the final score and the order of prioritization of review and award of credits listed in QAP Section 3.4.8.
  - ✓ If a balance remains in one of the Set-Asides, other than the General Pool, IFA may exceed the Set-Aside amount in order to award the next qualifying Project within the specific pool. The excess funds needed to complete the set-aside award will be drawn from the General Pool.
  - ✓ In the event there are not enough qualified Projects to fill a specific Set-Aside, with the exception of the Nonprofit Set-Aside, the remaining balance of that Set-Aside will be transferred to the General Pool.
  - ✓ $800,000 of all available credits shall be set-aside from the General Pool for the Non-Competitive Set-Aside, Housing for the Homeless Demonstration Set-Aside. Refer to QAP Section 2.2.2.

I. **NOTIFICATION OF AWARD OR NON-AWARD**

A written notification of a Tax Credit award or non-award shall be emailed to each Applicant after the March 2016 IFA Board Meeting.

1. Award Letter

   - Indicates whether the Project received an eligible basis boost.
   - Lists the reservation fee amount and the payment due date.
     - ✓ Reservation fee shall be paid by the due date to maintain the reservation of credits.
   - Lists the due date for which the Ownership Entity and the General Partner/managing member(s) authorized signor(s) documentation is due to IFA.
     - ✓ Ownership Entity and General Partner/managing member authorized signor documentation shall be submitted to IFA by the due date in order for IFA to prepare the Carryover Allocation Agreement.
   - Provides the approximate Carryover Agreement issuance date and the 10%-Carryover Application submission due date.
   - Provides the date by which the developer meeting shall be completed.
   - Provides miscellaneous items and due dates to be complied with.

2. Non-Awarded – Met Threshold No Offer Letter

   - Provides the reason(s) for the non-award – no offer.
   - Provides appeal rights language.

3. Non-Awarded – Didn't Meet Threshold Letter

   - Provides the reason(s) for the non-award – didn't meet threshold.
   - Provides appeal rights language.

J. **PUBLIC INFORMATION REQUEST AFTER AWARDS OR FOR PRIOR YEAR REQUESTS**

Email Katie Kulisky at Katie.Kulisky@iowa.gov or by calling 515-725-4895.

   - All Applications are available for review in the Online Application system after the award of Tax Credits. Refer to QAP Section 3.3.

K. **CARRYOVER ALLOCATION AGREEMENT & CARRYOVER-10% APPLICATION**

1. Carryover Allocation Agreement

   - The Carryover Allocation Agreement for awarded Projects shall be issued in accordance with the timeline established in the QAP.

2. Carryover-10% Application

   - Awarded Applicants shall submit the Carryover-10% Application, including all required exhibits, through the Online Application by the due date listed in the QAP – 10 months following the date of the Carryover Agreement.
   - IFA shall send a deficiency report through the Online Application requiring correction(s) or clarifications/responses.

- Applicant shall make requested changes and submit the deficiency response through the Online Application.
- Once final underwriting is complete, a written notice to the Ownership Entity is provided stating whether the 10% test was met or not met.
    - ✓ If the 10% Test wasn't met, the IRS treats the allocation as if it was never made.
    - ✓ Electronic payment of the late fee is required for each late submission. Refer to QAP Section 3.4.7.
    - ✓ The $2,000 Construction Monitoring Fee payment is due upon submission. Refer to QAP Section 3.4.7.
    - ✓ Application Package shall be posted on the IFA website.
    - ✓ Links to each Exhibit/sample forms are provided in the Exhibits Tab of the Application.

L. LAND USE RESTRICTIVE COVENANTS ACKNOWLEDGEMENT (LURA)

If an Applicant met the 10% Test, IFA will issue the Land Use Restrictive Covenants Acknowledgement (LURA) no later than 60-90 days after the 10% Test letter has been sent to the Ownership Entity. Upon receipt of the signed LURA from the Ownership Entity, IFA will execute and send the LURA for recording at the county recorder's office and bill the Applicant for reimbursement for the LURA recording fee charged by the county recorder's office.
- If a Project has an existing LURA, the existing LURA shall remain in effect and IFA shall record the new LURA. Owner shall comply with the most restrictive requirements.
- The LURA shall be recorded no later than December 31st of the calendar year in which credits shall be taken.
- Owner shall reimburse IFA for the LURA recording fee as stated in QAP Section 3.4.7. Payment shall be made through the Fees Tab in the Online Application.

M. IRS FORM 8609 APPLICATION
- Awarded Applicants shall submit the IRS Form 8609 Application Package through the Online Application no later than October 15th of the calendar year in which first year credits shall be requested.
    - ✓ 8609 Application Package and checklist shall be posted on IFA's website.
    - ✓ An earlier submission is acceptable and encouraged if an Applicant has a complete 8609 Application Package.
    - ✓ Electronic payment of the late fee is required for each late submission. Refer to QAP Section 3.4.7.
- IFA shall send a deficiency notification through the Online Application requiring correction(s) or clarifications/responses.
    - ✓ Applicant shall make requested changes and submit the deficiency response through the Online Application.
- IFA will send a written notification showing the final credit determination based upon the final 8609 underwritten Application.
    - ✓ The Ownership Entity shall sign and return the notice of the final underwritten credit amount.

- IFA will issue the IRS Form 8609 to the Ownership Entity.
  - ✓ Payment of any fees referenced in QAP Section 3.4.7 is due before IFA shall issue an IRS Form 8609.

N. REQUESTING A CHANGE IN APPLICATION

After a Tax Credit Award, Application change requests shall be submitted to IFA through the Online Application system.

1. Select the Request a Change Tab.
2. Enter all information and payment information and then select "Begin Change Request Process" at the bottom of the page.
   - The most recent IFA approved Application shall be copied and available for the changes to be entered.
   - IFA shall provide written notification to the Ownership Entity of approval/non-approval and the Application will revert to the In-Work status it was in (Threshold or Carryover). ***Any changes made to an In-Work application will not be saved if entered prior to the submission of a Change in Application.*
   - For permitted changes, refer to the QAP Sections 8.2-8.2.2 and 8.8.

O. APPLYING FOR ADDITIONAL CREDITS

If the applicable QAP in which a Project was awarded under allowed additional requests for Tax Credits, an Applicant shall use the Online Application to apply for the additional Tax Credits.

1. Select the Apply for Additional Credits Tab.
2. Enter all information regarding payment and select "Complete Application Submission for Additional Credits."
3. Enter updates to the Application and select Submit.

P. QUICK REFERENCE GUIDE

1. Set-Asides
   - QAP Sections 2.2 to 2.2.5
   - Project Description Tab
   - Nonprofit Set-Aside Tab
   - Project Name and Location Tab
   - Exhibits Tab (Exhibits 1SA-5SA)
   - Appendix K

2. Housing for the Homeless Demonstration Set-Aside - Noncompetitive
   - QAP Section 2.2.2

3. Tax Credit Cap for Single Developer/Project
   - QAP Sections 2.3 to 2.3.2
   - Qualified Development Team Tab
   - Costs and Credit Calc Tab

4. Prohibition of Applying within the Initial 15-Year Compliance Period
   - QAP Section 2.4
   - Buildings Tab

5. Returning or New Developer in Iowa
   - QAP Section 3.2.1
   - Qualified Development Team Tab
   - Exhibits Tab (Exhibit 18T)
   - Appendix K

6. New Tax Credit Developer
   - QAP Section 3.2.2
   - Qualified Development Team Tab

7. Mandatory Developer Training
   - QAP Section 3.2.3
   - Ownership Entity Tab
   - Qualified Development Team Tab

8. Market Study and Analysis
   - QAP Sections 3.4.1 to 3.4.1.4 and 5.11
   - Exhibits Tab (Exhibit 12T)
   - Appendix K

9. Fees
   - QAP Section 3.4.7
   - Fees Tab
   - Cost & Credit Calc. Tab

10. Income and Expense Escalator Requirements
    - QAP Section 4.1.1
    - Projected Cash Flow Tab

11. Required Vacancy Rates
    - QAP Section 4.1.2
    - Projected Cash Flow Tab
    - Buildings Tab (# of units)

12. DSCR Requirements
    - QAP 4.1.3
    - Projected Cash Flow Tab
    - Financial Feasibility Tab

13. Existing Debt to be Assumed
    - QAP Section 4.1.3
    - Funding Sources Tab

- Exhibits Tab (Exhibit 6T)
- Appendix K

14. First Mortgage Amortization Minimum
- QAP Section 4.1.5
- Funding Sources Tab
- Exhibits Tab (Exhibit 5T)
- Appendix K

15. Rent Increase Limitation from Initial Application to IRS Form 8609 Application
- QAP Section 4.1.7
- Buildings Tab

16. Operating Expenses – Older Person Projects
- QAP Sections 4.2.1 and 4.2.3
- Projected Operating Costs Tab
- Financial Feasibility Tab

17. Operating Expenses – Family Projects
- QAP Sections 4.2.2 and 4.2.3
- Projected Operating Costs Tab
- Financial Feasibility Tab

18. Required Annual Audited Financials
- QAP 8.10
- Ownership Entity Tab

19. Operating Reserve Requirement
- QAP Sections 4.3.1 to 4.3.1.3 & 8.11
- Cost and Credit Calc. Tab
- Financial Feasibility Tab

20. Replacement Reserve Requirement
- QAP Sections 4.3.2 to 4.3.2.2 & 8.11
- Projected Operating Costs Tab
- Financial Feasibility Tab

21. Deferred Developer Fee
- QAP Sections 4.4 & 4.5.2
- Funding Sources Tab
- Projected Cash Flow Tab
- Exhibit Tab (Exhibits 6T & 6Ta)
- Appendix K

22. Developer and Builder Fees
- QAP Sections 4.6.1 – 4.6.3
- Ownership Entity Tab

- Cost & Credit Calc. Tab
- Financial Feasibility Tab

23. Other Fees and Considerations
    - QAP Section 4.7.1 (General Partner Contribution)
    - QAP Section 4.7.2 (Construction Contingency)
    - Cost & Credit Calc. Tab
    - Funding Sources Tab
    - Financial Feasibility Tab
    - Exhibits Tab (Exhibit 6T)

24. Unit Cost Cap & Tax Credit Cap per LIHTC Unit
    - QAP Sections 4.9. – 4.9.1
    - Buildings Tab
    - Cost & Credit Calc. Tab
    - Financial Feasibility Tab

25. Section 811 Project Rental Assistance Program (Section 811 PRA)
    - QAP Section 4.10
    - Ownership Entity Tab

26. Appraisals
    - QAP Sections 5.4.1.1
    - Site Control Tab
    - Funding Source Tab
    - Costs and Credit Calc Tab
    - Exhibits Tab (Exhibits 2B)
    - Appendix K

27. Qualified Development Team
    - QAP Section 5.4.2
    - Qualified Development Team Tab
    - Exhibits Tab (Exhibits 15T Parts 1-3 & 18T)
    - Appendix K

28. Commitment to Notify Public Housing Authority of Vacancies
    - QAP Sections 5.4.4 & 8.9.1
    - Ownership Entity Tab

29. Ineligibility
    - QAP Sections 5.4.6 – 5.4.6.5
    - Qualified Development Team Tab
    - Ownership Entity Tab
    - Exhibits Tab (Exhibits 15T Parts 1-3 & 18T)
    - Appendix K

30. Displacement of Tenants
    - QAP Section 5.5 & 8.1.8
    - Site Description Tab
    - Costs and Credit Calc Tab

31. 10-Year Rule
    - QAP Section 5.6
    - Site Control Tab
    - Buildings Tab
    - Exhibits Tab (Exhibit 8T)
    - Appendix K

32. Scattered Sites
- QAP Section 5.9
- Site Description Tab
- Exhibits Tab (Exhibit 19T)
- Appendix K

33. Iowa Housing Search
- QAP Sections 5.14 & 8.9.2
- Ownership Entity Tab

34. Affirmative Fair Housing Marketing Plan
- QAP Sections 5.10 & 8.9.2
- Ownership Entity Tab
- Qualified Development Team Tab

35. Lease Addendum
- QAP Sections 5.15 & 8.9.2
- Ownership Entity Tab

36. Targeting Plan
- QAP Section 5.16 & 8.9.2
- Targeting Plan Tab
- Qualified Development Team Tab
- Appendix F

37. Tenant Selection Criteria
- QAP Sections 5.17 & 8.9.2
- Ownership Entity Tab
- Qualified Development Team Tab

38. Residential Buildings
- QAP Section 5.18
- Buildings Tab
- Costs and Credit Calc Tab

39. Market Rate Units/Market Rate Single Family Homes
- QAP Section 5.19
- Project Description Tab
- Buildings Tab

40. Scoring Criteria – QAP Section 6

   a) ***6.1 Resident Profile***

   6.1.1 - Serves Lowest Income Residents
   - Project Description Tab
   - Buildings Tab
   - Appendix K

6.1.2 - Market Rate Incentive
- Project Description Tab
- Buildings Tab
- Appendix K

6.1.3 - Serves Tenant Population of Individuals with Children
- Project Description Tab
- Buildings Tab
- Appendix K

6.1.4 - Provides an Opportunity for Homeownership
- Project Description Tab
- Exhibits Tab (Exhibit 2S & Plan)
- Appendix G
- Appendix K

b) 6.2 Location

6.2.1 - Location Near Services
- Project Description Tab
- Buildings Tab
- Exhibits Tab (Exhibit 3S)
- Appendix K

6.2.2 - Great Places
- Project Description Tab
- Buildings Tab
- Appendix K

6.2.3 - Local Government Contribution
- Funding Sources Tab
- Exhibits Tab (Exhibit(s) 5S & attachments, if applicable)
- Appendix K

6.2.4 - Underserved City
- Project Description Tab
- Buildings Tab
- Appendix L
- Appendix K

6.2.5 – Iowa Opportunity Index Census Tracts
- Project Description Tab
- Buildings Tab
- Appendix D
- Appendix K

c) 6.3 Building Characteristics

6.3.1 - Market Appeal
- Project Amenities Tab

6.3.2 - Projects with Historical Significance
- Project Description Tab
- Buildings Tab
- Funding Sources Tab
- Exhibits Tab (Exhibit 6S)
- Appendix K

6.3.3 - Projects that have Federal Project-Based Rental Assistance, HUD VASH-Voucher Assistance, or Local Project-Based PHA Voucher Assistance
- Project Description Tab
- Buildings Tab
- Exhibits Tab (Exhibit 7S)
- Appendix K

6.3.4 - Construction/Unit Characteristics
- Project Amenities Tab
- Appendix K

6.3.5 - Olmstead Goals
- Buildings Tab
- Exhibits Tab (Exhibit 1T)
- Appendix K

6.3.6 - Impact on the Environment
- Project Description Tab
- Appendix K

6.3.7 - Energy Efficiency
- Project Description Tab
- Appendix K

d) 6.4 Other

6.4.1 – Iowa Title Guaranty
- Ownership Entity Tab
- Appendix K

6.4.2 - Developer or Owner Contribution
- Funding Sources Tab
- Exhibits Tab (Exhibit 6T)
- Appendix K

6.4.3 - Qualified Development Team Experience
- Qualified Development Team Tab
- Appendix K

6.4.4 - Waives Right to Qualified Contract
- Project Description Tab
- Appendix K

41. Additional Tax Credits (Acq/Rehab, Preservation, Adaptive Reuse or Historic Preservation Projects only)
- QAP Section 6.6.2
- Project Description Tab
- Costs and Credit Calc. Tab

42. Special Consideration for Projects Located in a Qualified Census Tract (QCT)
- QAP Section 7.2.1
- Cost & Credit Calc. Tab
- Buildings Tab
- Appendix B

43. Special Considerations for Projects Located in a Non-MSA City or County
- QAP Section 7.2.2
- Costs and Credit Calc. Tab
- Buildings Tab
- Appendix B

44. Special Consideration Basis Boost for Serving Lower Income AMI's
- QAP Sections 7.2.3 – 7.2.3.2
- Buildings Tab
- Costs and Credit Calc. Tab
- Project Description Tab

45. Required Annual Audited Financials
- QAP Section 8.10
- Ownership Entity Tab

46. Site Control
- QAP Appendix 1, A.
- Site Control Tab
- Buildings Tab

47. Site Suitability
- QAP Appendix 1, B.
- Site Description Tab
- Buildings Tab
- Project Amenities Tab
- Costs and Credit Calc Tab

48. Submission of Site Characteristics
- QAP Appendix 1, H.
- Site Description Tab
- Costs and Credit Calc Tab
- Exhibits Tab (Exhibits 3B, 4B, & 6Ba-c)

49. Access to Paved Roads
- QAP Appendix 1, D.
- Site Description Tab
- Costs and Credit Calc Tab
- Exhibits Tab (Exhibits 4B, 5B, 7B, 8B, 9B)

50. Access to Utilities
- QAP Appendix 1, E.
- Site Description Tab
- Costs and Credit Calc Tab
- Exhibits Tab (Exhibits 4B, 5B, 8B, 9B)

51. Minimum Development Characteristics
- QAP Appendix 1, G.
- Construction Characteristics Tab
- Project Amenities Tab
- Buildings Tab
- Exhibits Tab (Exhibits 5B, 7B, 8B, 9B)

52. Preliminary Costs and Scope of Work for All Projects
- QAP Section 5.4.3
- Exhibits Tab (Exhibit 9B)
- Appendix K

53. Rehabilitation Standards
- QAP Appendix 1, I.
- Buildings Tab
- Site Control Tab
- Costs and Credit Calc Tab
- Financial Feasibility Tab

54. Capital Needs Assessment (CNA)
- QAP Section 8.1.6
- QAP Appendix 1, J.

55. Glossary of Terms
- QAP Appendix 2

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This guidance is an overview of the LIHTC Online Application system and is not all-inclusive or a re-iteration of all 2016 QAP requirements. Updates to this guide will be available on the IFA website. Should an inconsistency be noted between the QAP and this document, the QAP shall prevail.